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First Annual Report
of the
Manistee Public Library
of the
City of Manistee, Michigan
for the
Dec. 1, 1905
Year ending January 1, 1906



MANISTEE, MICH.:
NEWS PUBLISHING CO.
1906

THE UNIVERSITY
OF MICHIGAN

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First Annual Report

of the

Manistee Public Library

of the

City of Manistee, Michigan

for the

Year ending ^{Dec. 1, 1905}
~~January 1, 1906~~



MANISTEE, MICH.
NEWS PUBLISHING CO.,
PRINTERS.

GENERAL BOOKBINDING CO.

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QUALITY CONTROL MARK

LIBRARY BOARD.

C. A. PALMER, President

MISS AGNES KENNY, Secretary

JOSEPH KIRSTER, Treasurer

JOSEPH BROADHEAD

WILBER J. GREGORY

STAFF.

ELIZA E. TOWNSEND, Librarian

LYDIA KINSLEY, Assistant

BELLE MOQUIN, Apprentice

HARRIET AYER, Apprentice

MARY LOUDON, Apprentice

MILDRED GAUSLIN, Sunday Attendant

MR. LOUIS BUCHER, Janitor

LIBRARY HOURS.

9:00 A. M. — 9:00 P. M.

Sundays and Legal Holidays 2:30 — 5:00 P. M.

PUBLIC LIBRARY.

President's Report.

To the Honorable Mayor and Common Council of the City of Manistee:

Gentlemen:—The Board of Library Trustees of the city of Manistee has the honor to submit herewith its first annual report.

This being the first report made since the organization of the Board, necessarily it covers the period beginning March, 1903, the date of the organization of the Board, and ending Dec. 1st, 1905.

Not having as yet, past a full year in actual operation, it is impossible at this time to give an accurate estimate of the expense of maintenance or just how much money we shall have left for books out of the thirty-five hundred dollars raised annually by tax; but it is absolutely safe to say, that such sum will be entirely inadequate to the demand and unless some other method is adopted, it will be many, many years before we shall be able to point with any degree of pride, to a "complete library" in our city.

If we have a library worthy of the stately home which the generosity of Mr. Carnegie has provided, ample provision should be made for the book fund.

A comparison of the amount spent annually by other cities, about the size of ours, as far as we are able to make such comparison, shows that our expenditure for this purpose is very small indeed. It does not seem fair to the reading public of our city, that the book fund should be left for the last, after the actual expenses of the library have been deducted from our annual tax. The Board hopes to see the time when a small mill tax will be imposed, to provide a simple and sure income for the purchase of books.

The report of the librarian shows in detail the operations of the library. The total number of volumes in the library at the present time is 4744.

As noted in report of the librarian, we have been fortunate in the donation of books during the past year from our people, who thus demonstrate their interest in our library, and their desire to see our book shelves filled with the best there is in reading matter for the benefit of our whole people. Conspicuous among the donations, is that of a liberal minded, generous citizen, who, while he felt that the city could not stand the additional burden of library tax, yet promptly and unostentatiously gave the Board authority to purchase a thousand dollars worth of books and send the bill to him. We have had also a contribution of \$50.00 in cash from the Lakeside Club. As a result of this generosity we now have a collection of children's books, almost, if not quite adequate to supply the rapidly growing demand. I am confident if other of our wealthy and generous minded citizens would look into the needs and learn from actual experience the great and wide spreading benefit, to say nothing of the uplifting and ennobling influence, derived from our library, that soon our beautiful building would be devoid of empty book shelves and many worthy and costly collections of books would bear the plate card, denoting the liberal mindedness of our wealthy public.

A full report of receipts and expenditures from Dec. 1, 1904 to Dec. 1, 1905, will be found in the treasurer's report, and itemized bills of all expenditures are on file and may be examined at any time, at the office of our secretary.

Our building is now complete in all details; the auditorium, provided with comfortable folding opera chairs, has a seating capacity of over one hundred and fifty. The Board is pleased to invite the various literary and musical clubs of our city to avail themselves of the same. They will find a convenient and commodious cloak room in the north room of the basement.

Our Art and Museum rooms are still devoid of ornamentation, but we confidently believe that as soon as our

thrifty and benevolent ladies avail themselves of the auditorium, they will at once be attracted to the needs of these beautiful rooms and it will not be long before the bare walls will be made attractive and instructive in art, science and history.

The Board does not deem it necessary to further emphasize the necessity of making generous provisions by tax, public donations and otherwise, for the work of the library during the coming year. Few cities have experienced equal generosity, more wisely bestowed than ours in the beautiful building which was dedicated with such fitting ceremony on the 28th of April last.

Such provisions for our assistance will be greatly appreciated and suitably maintained, and with the hearty co-operation of our whole people, it will be the ambition of this Board to make our library one of high development and of wide influence, an influence that may be felt at every fireside in our beloved city.

C. A. PALMER,

President Board of Library Trustees.

Manistee, Dec. 1st, 1905.

To His Honor the Mayor, and Common Council of the City of Manistee:

I submit herewith report of the treasurer of the Manistee Public Library for the year ending Nov. 30, 1905.

Balance on hand Dec. 1, 1904.....	\$	6,631 23
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RECEIPTS.

Dec. 10, 1904	By city treasurer.....	\$	3,567 60
Jan. 12, 1905	Final installment, Andrew Carnegie.		5,000 00
Mar. 13, 1905	By city treasurer.....		3,138 99
Oct. 13, 1905	Rebate overpayment, Wm. Miller...		8 00
Nov. 30, 1905	Gift, Mr. Wm. Wentz.....		1,000 00
Nov. 17, 1905	By city treasurer.....		160 81
		\$	19,506 63

DISBURSEMENTS.

Heat	\$	223 33
Light		61 86
Water		30 96
Janitor		370 50
Salaries, librarian and assistants.....		574 50
Repairs and improvements.....		108 52
Furniture and fixtures.....		3,576 90
Stationery and catalogue supplies.....		196 50
Postage and express.....		30 50
Telephone		10 75
Books		1,227 06
Periodicals		109 05
Binding		3 92
Insurance		326 99
Special and miscellaneous.....		214 27
Building		11,696 10
Balance in bank.....		742 76
	\$	19,506 63

The following statement gives in condensed form the total receipts and disbursements for the past three years:

RECEIPTS.

Andrew Carnegie fund.....	\$	35,000 00
Balance from site fund.....		63 90
Rent of grounds.....		19 00
Received from city		6,867 40
Miscellaneous		8 00
Gifts		1,000 00

\$ 42,958 30

DISBURSEMENTS.

Building	\$	34,990 52
Heat, light and water.....		316 18
Salaries and janitor.....		945 00
Improvements, furniture and fixtures.....		3,685 42
Stationery, supplies, postage and telephone.....		263 63
Books, periodicals and binding.....		1,340 06
Insurance		326 99
Special and miscellaneous.....		347 74
Balance in bank.....		742 76

\$ 42,958 30

Respectfully submitted,

JOSEPH KIRSTER, Treasurer.

To the Board of Trustees of the Manistee Public Library:

Ladies and Gentlemen:—I have the honor to submit the first annual report of the Manistee Public Library for the fiscal year ending Nov. 30, 1905.

The organization of the library began in April, 1905 with the purchase of 1,000 new books.

On April 28th the library was dedicated with appropriate ceremonies. During the afternoon of that date Arbor day exercises were held at the library, at which the school children were present in large numbers. President Angill of the University of Michigan planted a tree on the library lawn, and each ward school planted a tree inside the curbing, making in all sixteen trees surrounding the building.

In May the Manistee Public School Board generously voted to deposit as a loan all books, in the school library, not designated as reference books, and on May 20th, all school library books were transferred to the new building.

An inventory was immediately taken, and with the aid of volunteers from among the school children, the books were pocketed and prepared for circulation.

On June 1st the library was opened to the public with 2,844 old books and 300 new books on the shelves. The new books ordered had not all arrived, but were placed in circulation during the summer.

The circulation of books for the first month, 2,775, was beyond all expectation, and the routine work increased so rapidly that details of organization have been much delayed.

The 2,429 old books in the adult department have been revised for classification and book numbers, and many changes made.

The shelf list for all new books and old books in the adult department has been completed.

Library of Congress cards have been secured for all new books possible, and subject headings have been assigned.

The old catalogue needs revision and new author

cards before it can be used to advantage. New catalogue cards are ready for numbers and subject headings to be inserted.

Two hundred and eighty-six books have been prepared for the bindery and will be available in a short time.

It is very desirable that the adult catalogue be revised and completed as soon as possible, and that the juvenile shelf list be rewritten and the book-pockets numbered. The completion of this work will be a great convenience to borrowers, and will materially lessen the work of the librarian and her assistants.

SCHOOL LIBRARY.

The school library which was transferred to the new building had been in existence for several years. It consisted of a few thousand carefully chosen volumes, and formed an excellent foundation for the new library.

The use of the old library was not limited to school children and had quite a circulation among parents and teachers, but was necessarily limited in its influence by hours of opening and other conditions.

Too much appreciation cannot be shown the Manistee School Board for their liberal interpretation of the function of the school library, and their prompt action in placing their excellent collection of books where they would best serve all the people.

CIRCULATION.

The total circulation for the six months the library has been open is 19,858, within 7,000 of the largest number ever circulated from the central school in one year, and over 1,000 increase over circulation for the last school year.

The fiction percentage including juvenile and adult fiction is less than .68 an unusual per cent. for a new library, and especially so in view of the fact that the six months included the summer months when the demand for light reading is at its greatest.

It is only fair to state in explanation of the decrease in the school circulation, that few books were purchased during the last year, in anticipation of the opening of the new library.

REGISTRATION.

During the first month of the new library 820 borrowers were registered. This number has increased to 1,782 for the entire six months.

The growth has been a normal one as no method has been systematically used to secure new patrons, other than press notices in the daily papers.

REFERENCE AND READING ROOMS.

The reading rooms have been thoroughly appreciated and well attended from the first. The number visiting the reading rooms can only be stated approximately. A record is kept each day; but is necessarily inaccurate. The number recorded for the six months, 11,191, represents less rather than more of the total number of visitors.

The reference work, naturally limited during the summer, is only beginning to grow at the time of making this report.

CLUB WORK.

The clubs of the city have filed their programs in the library and efforts have been made to secure material which would be helpful to club members in preparing papers.

At the invitation of the Lakeside Club a talk on the library was given at the close of the club year in June.

The interest shown in the library by the various clubs as organizations and as individuals, has been most encouraging. This interest will undoubtedly increase now that the furnishing of the lecture room is completed, and the various clubs invited to use this room for their club meetings.

The library as an educational institution should en-

courage and aid all organizations that make for the uplifting and betterment of our city, and the most powerful and far reaching of them is the Woman's Club.

CHILDREN'S WORK.

The children's room has been the most popular department of the library. The number of books circulated, 10,499, shows that each book has been issued on an average seven times during the six months, 51 per cent. of the circulation has been from the children's collection, and nearly 50 per cent. of the borrowed cards issued have been to children under sixteen.

The gift of \$1,000 to the library fund will be expended almost entirely for children's books. This will place the children's department in good working order, and will materially lessen the problem of supplying the right book to the right child at the right time.

STORY HOUR.

The weekly story hours have been very popular with the children.

The library was fortunate in securing the services of a kindergarten teacher for this work during July and August, and of Miss McAlvay later.

In the latter part of September, Mrs. F. W. White consented to conduct a story hour for older children every Saturday afternoon. The story hour for the younger children is held every Friday afternoon after school. Both have been well attended and the interest continues to increase.

SCHOOL WORK.

One talk to the teachers at the opening of the school year and one to the High School pupils has been given.

The teachers have co-operated enthusiastically with all efforts to assist in their work and to make the library of great value to them and to their pupils.

The School Board has added greatly to the efficiency of the library, by placing the three ward school libraries under the direction of the Library Board.

The libraries will be put in good condition, old books will be rebound, new books will be added and a system of traveling libraries established in the schools.

GIFTS.

The library has been very generously remembered in gifts of books, magazines and money. The most notable, a gift of \$1,000 for books, has been especially appreciated and will have a far-reaching influence in the lives of the many children who will enjoy the books.

A complete list of donors is given among the statistics at the end of this report.

Not only material gifts, but gifts of service have been generously made.

The flower committee, consisting of four young girls added greatly to the attractiveness of the library during the summer. The library's vases were always filled with the season's flowers. Mrs. Peache and Mrs. Cohn have generously lent large plants for the winter to decorate the reading rooms.

The local papers have been exceedingly generous in giving space to library notes, and not a little of the success of the new library is due to their courtesy and co-operation.

A file of the Daily News presented by the publishers, is one of the valuable contributions made the library.

Among other notable gifts should be mentioned a set of Audubon's Birds from Mr. T. J. Ramsdell; a History of the Art of Writing from Mr. H. W. Carey, and many valuable volumes of magazines from various sources.

ASSISTANTS.

The work of the library has almost been done entirely by volunteers. The children helped much with the mechanical work of pocketing, labeling, etc., and some of the older people assisted in the same work.

Miss Lydia Kinsley entered the library as an apprentice in July, and has given faithful and intelligent

service. Miss Harriet Ayer gave much time during the summer, and is being employed for a short time as a substitute. Miss Mildred Gauslin has had charge of the Sunday afternoon work, and has given some volunteer service.

All have shown enthusiasm and earnestness, and I take great pleasure in commending their work.

THE FUTURE.

The work that can be accomplished in the future depends almost entirely upon a substantial increase in our book resources.

A well equipped library must contain many more volumes than borrowers, it must be prepared not only to satisfy demands but to create them. Every citizen in a community should be able to find something to suit his needs, be he mill owner or employee, pupil or teacher, business man or clerk, skilled mechanic or day laborer, housewife or domestic.

Especially in a city remote from large libraries, and university opportunities, should the public library offer every facility for education.

In it should represent all trades, all professions, all subjects that interest mankind, and from it should be gained not only pleasure and recreation, but practical assistance along every line of work and study.

With a beautiful and attractive building and the work well organized, the coming year should be one of extension along all lines.

A systematic effort should be made to interest the men in mills and factories, the mothers in their homes, more children in the schools and on the streets.

Opportunities lie open in every direction if we have the means to grasp them; this is the one serious problem that confronts the library and upon its solution depends its progress.

It is with sincere regret that I find it necessary to sever my connection with the library at this time.

The enthusiasm and interest shown in the library by the people of Manistee and the cordial support which

PLATE 1

the work has received on all sides is strong evidence of a bright future for the library.

In closing this report I desire to thank the members of the Board for their cordial support and encouragement in all matters of administration, and especially for their personal consideration and kindness at a time when it was most appreciated.

Respectfully submitted,

JULIA E. ELLIOTT,

Retiring Librarian.

STATISTICAL REPORT.

June 1st to December 1st, 1905.

BOOK ACCOUNT.

Additions:

Number of books at beginning of fiscal year.....	None
Number purchased	1,445
Gift	3,299

Total number of volumes in library.....	4,744
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CLASSIFIED LIST OF BOOKS.

	Adults.	Children.
Reference	33	5
General Works	2	
Philosophy	56	2
Religion	31	40
Sociology	324	119
Language	46	2
Natural Science	217	140
Useful arts	86	17
Fine arts	116	28
Literature	563	109
Travel	196	110
History	442	161
Biography	245	110
Fiction	942	603
Total	3,298	1,446

REGISTRATION OF BORROWERS.

Cards issued:			
Adults		992	
Children		796	
Total issued			1,788
Cancelled			6
Total No. in force.....			1,782

CIRCULATION STATISTICS.

Classes.	Adults.	Children.	Total.	Per Cent.
General Works.....	26		26	.001
Philosophy	56	5	61	.004
Religion	47	155	202	.01
Sociology	295	1000	1295	.06
Language	26		26	.001
Natural Science	152	622	775	.04
Useful arts	103	78	181	.009
Fine arts	153	193	346	.02
Literature	396	596	965	.05
Travel	283	431	714	.045
History	304	694	998	.05
Biography	172	333	505	.03
Fiction	6946	6419	13365	.68
Total	8959	10499	19458	1.00

Number of days library has been open for circulation....	157
Average daily circulation	123
Largest daily circulation	254
Smallest daily circulation	62

READING ROOMS.

Number of week days open, 157. Attendance.....	9658
Number of Sundays and holidays open, 28. Attendance..	1533
Total attendance	11191

SUMMARY TABLE.

Number of volumes in library	4744
Number of borrowers' cards in force.....	1782
Total circulation	12458

PETTY CASH REPORT.

June 1 to December 1, 1905.

Fines collected on overdue books.....		\$ 35 79
Postage, express, etc.....	\$ 14 00	
Miscellaneous supplies	9 10	
Binding and repairs	3 99	
Stationery and catalogue supplies.....	1 37	
Furniture and fixtures.....	1 08	29 54
Balance on hand	\$ 6 25	

LIST OF DONORS.

Allen, W. D.	Lyon, F. R.
Anderson, Milton F.	Lyon, Miss Marporie
Anderson, Mrs. M. S.	Lyon, Miss Mildred.
Art Historical Club.	Manistee City Schools.
Ayer, Mrs. E. I.	Manistee Daily Advocate.
Babcock, Mrs. Sarah L.	Manistee Daily News.
Baker, S. H.	Morris, Louis E.
Baker, Mrs. W. F.	Muenschner, Miss Lulu.
Barnes, B. P.	Mumby, W. H.
Belcher, C. N.	Murphy, P.
Bidelmann, Mrs. E. B.	Olympian Club.
Blacker, Mrs. R. R.	Opyrchalski, Rev. Father.
Broadhead, Miss Florence.	Palmer, C. A.
Broadhead, Joseph.	Payne, A. S.
Carey, H. W., Eastlake, Mich.	Peaches, Mrs. T. J.
Carnegie, Andrew.	Peters, Mrs. R. G.
Chamberlain, Frank E.	Humane Society, Phila., Pa.
Christianson, Miss Helen.	Ramsdell, J. M.
Cohn, Mrs. L. E.	Ramsdell, T. J.
Dempsey, Mrs. Lawrence.	Reynolds, Mrs. F. C.
Donaldson, Mrs. A. M.	Milwaukee, Wis.
Filer, Mrs. E. G.	Reynolds, Miss Grace.
Filer, Miss Martha.	Reynolds, Mrs. H. R.
Freiburg, John.	Round Robin Club.
Gibbs, Miss Pauline.	Seymour, Mrs. John.
Grant, H. H.	Shakespeare Club.
Gregory, W. J.	Shuter, W. F.
Gregory, Mrs. W. J.	Stansell, Mrs. L. T.
Hall, W. R.	Steffes, Rev. J. M.
Hawley, Mrs. O. C.	Stoner, D. B.,
Hodskin, Mrs. Chas. E.	Chambersburg, Pa.
Hoffman, R. R.	Thompson, Nels.
Johnson, I. L.	Tibbitts, H. S.
Johnson, Mrs. I. L.	Van Vleet, Miss Fanny.
King, Mrs. L. T.	Wente, William.
Kinsley, Miss Lydia.	White, Mrs. F. H.
Kitzinger, Mrs. G.	Wolner, Julius.
Lakeside Club.	

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Second Annual Report of the
Manistee Public Library

1900-1901
JAN 1901
MANISTEE, MICH.



LIBRARY OF THE
MANISTEE PUBLIC LIBRARY
MANISTEE, MICH.



Second Annual Report of the Manistee Public Library



CITY OF MANISTEE, MICHIGAN
FOR THE
YEAR ENDING NOVEMBER 30, 1906

PRESS OF AMERICAN PRINTING CO.
MANISTEE, MICH.

LIBRARY BOARD

C. A. PALMER, President
AGNES KENNY, Secretary
JOSEPH KIRSTER, Treasurer
T. J. RAMSDELL
W. J. GREGORY

STANDING COMMITTEES

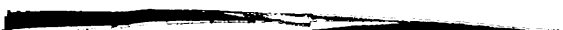
ON ADMINISTRATION—Messrs. Kirster, Ramsdell
ON BOOKS—Mr. Gregory, Miss Kenny
ON FINANCE—Messrs. Ramsdell, Gregory
The President is (ex-officio) a member of all Standing
Committees.

STAFF

ELIZA E. TOWNSEND, Librarian
BELLE MOQUIN, Assistant
HARRIET AYER, Assistant
MILDRED GAUSLIN, Sunday Attendant
LOUIS BUCHER, Janitor

HOURS

9 A. M.—9 P. M.
Sundays and Legal Holidays
2 P. M.—5:30 P. M.



PUBLIC LIBRARY

PRESIDENT'S REPORT

To the honorable Mayor and Common Council of the City of Manistee.

Gentlemen :—

The Board of Library trustees of the City of Manistee has the honor to submit herewith its second annual report.

Since the filing of our last report, one year ago, we have completed the first full year in the operation of our library and as the result of the experience thus gained, we are enabled to submit to you a detailed estimate of the cost of operating and maintaining the same, with an estimate of the cost for the ensuing year.

In the treasurer's report attached hereto, will be found an itemized statement of expenses incurred during the past year; below is given in detail an estimate of expenses for the incoming year. To both of these we invite your careful attention, since it is our desire to impress you with the necessity of some action on the part of our city administration to increase our income, sufficiently at least, to permit of the purchase of a few books each year. We also desire to call your attention to one item in the treasurer's report, namely that last year \$940.12 was spent for books. Of this sum however only \$19.10 came from the city appropriation, the balance being from the Wentz and Lakeside donations.

Following is an estimate of the minimum amount of income required to maintain the library for the coming year:

Annual Appropriation:**\$3500****Estimated expense:**

Salaries	\$1400
Janitor	570
Fuel	250
Light	180
Water	25
Periodicals	100
Binding	350
Building (repairs etc.)	160
Misc. supplies	100
BOOKS	365

\$3,500

It hardly seems necessary to call your attention to the fact that three hundred and sixty-five dollars per year is a most miserably meagre sum to expend in the city of Manistee for the purchase of books, and particularly is this true, when you consider the fact that the circulation of our limited number of books, as compared with the circulation of a much larger number of books in other cities of equal population, is most remarkable. In this connection we desire to call your attention to the report of the librarian attached hereto, which will readily convince you of the great and growing good the public library is doing for our city.

We cannot close this report without saying a word of appreciation to the ladies of the Lakeside Club, whose earnest and active efforts in behalf of the library have resulted in the purchase of many new books, as well as the addition of four beautiful pictures to adorn the walls of our rooms.

We also desire to express our appreciation of the many donations of books (a detailed list of which is found in the librarian's report) and we earnestly invite our citizens to investigate the management of our library in all regards. We firmly believe that could those, who are in a position to help, once learn of the really great benefits being derived they would the more keenly feel the need of some steps being taken to insure an annual income sufficient to purchase books, to build up and extend the library, so that it may be in truth and in fact, a library for the whole people of our city.

Respectfully submitted,

C. A. PALMER.

President.

TREASURER'S REPORT

For the fiscal year ending November 30th, 1906.

To the Honorable Mayor and Common Council of the
City of Manistee.

Reciepts:

Balance	-----	\$ 742. 76
By City Treasurer	-----	3449. 69
By Civics Dept. of Lakeside Club	-----	178. 26

Expenditures:

Salaries	-----	\$1433. 92
Janitor	-----	547. 50
Books	-----	940. 12
Periodicals	-----	147. 95
Binding	-----	428. 83
Fuel	-----	247. 49
Light	-----	177. 72
Water	-----	24. 61
Telephone	-----	18. 35
Catalog Supplies	-----	24. 34
Printing	-----	32. 75
Furniture & fixtures	-----	98. 00
Repairs & Improvements	-----	160. 23
Special	-----	103. 30
Miscellaneous	-----	58. 71
		<u>\$4461. 82</u>
Deficit	-----	91. 11
		<u>4370. 71 4370. 71</u>

Respectfully submitted,

JOSEPH KIRSTER

Treasurer.

LIBRARIAN'S REPORT

For the fiscal year ending November 30th, 1906.

To the Board of Trustees of the Manistee Public Lib-
rary, Manistee, Mich.

Ladies and Gentlemen:-

I have the honor to submit the second annual report of
the Manistee Public Library for the fiscal year ending No-
vember 30th, 1906.

The year has been a very eventful one, the organization

of the library having been completed, its policy formed and many lines of activity opened.

The adult and juvenile catalogs have been finished and kept up to date. Miss Florence Hays of Oshkosh Wisconsin was employed for three months during the winter as cataloger for the old school library books, and rendered most efficient service. The hundreds of books still in the workroom at the close of last year have been put into circulation with all records made; the old books from the Ward schools were, when possible, mended and rebound. There has also been made an address register of borrowers for the instant location of books in case of contagious disease.

The library is in good working order with 7459 volumes on its shelves, an increase of 2715 over last year, a comparatively large increase made possible by many generous gifts. Examination of the classified list of books found among the statistics will readily show however that there are many subjects not adequately covered. Necessary replacement of worn out books and buying for current interests makes it difficult to get thoroughly stocked in those "Books no library should be without."

CIRCULATION.

The total circulation for the fiscal year was 54711. This includes also the circulation at the two school libraries. A change made in the charging system, using "date due" stamp instead of "date of issue" has been an advantage in many ways and has proven popular with the public. The fiction percent of circulation for adult and juvenile books was 65, a decrease from last year of three per cent.

REGISTRATION.

At the end of the last fiscal year there were 1782 borrowers. This has increased to 3393, which, however, does not include the cards since cancelled, used by a number of resorters and transients during the summer season. The total represents about one fifth of Manistee's population. The number of readers could be more than doubled if the library's resources would permit of distributing stations in the outlying parts of the city.

REFERENCE AND READING ROOMS

The attendance in the reading rooms has continued very large. It was found necessary during the winter months to purchase more chairs for the Children's Room. The total number of readers recorded for all rooms, a record necessarily inaccurate, is 42,338 for the year.

Reference work is one of the most important parts of a library's administration. A new encyclopaedia, atlas, other smaller works, also the newly bound magazines have added greatly to the efficiency of a service now rapidly increasing. No separate record is kept of this room; but such a record will soon be of use and of interest.

CHILDREN'S ROOM

Work in the children's room shows much growth and the space is often taxed to its utmost capacity. There are now 2269 juvenile books which circulated during the year 28 443 times, an average of over 12 readings for every book.

It is a disadvantage that this room is so open and so close to the adult reading department as even the necessary noise of many children changing books cannot but be disturbing to other readers. A partial glass partition while perhaps marring the interior effect of the building would be a great assistance in administration.

STORY HOURS AND BOYS' AND GIRLS' CLUBS.

The two weekly story hours have been largely attended. Last winter Mrs. W. J. Gregory had charge of the Saturday afternoon story hour for the older children. It is now in charge of Miss Mary Loudon. The Friday afternoon story for very little children is told by Miss Harriet Ayer, an assistant in the library. During the winter a Boys' Club and a Girls' Club were organized. Mrs. F. W. White conducted the Boys' Club assisted by Mr. Chelsea Foy and Mr. Harold Tibbitts. This year it is led by Miss Marinette Rmsdell with the same assistants. The Girls' Club is under the direct control of the librarian assisted by Miss Jane Petrie. Regular courses of story telling and reading are followed in these story hours and clubs, and the results have fully justified all the effort.

The kind assistance outside the library force including several special talks given the children has been greatly appreciated.

WORK WITH THE SCHOOLS

Of the three Ward School libraries put under the direction of the Library Board it was decided to continue two as circulating libraries at the schools, these schools being quite a distance from the library building. The books were collated, rebound when possible, new ones added and sent to the schools where a weekly circulation is conducted by an assistant from the library. Many more books are greatly needed, particularly at the Fourth Ward School. For 69 days of issue the circulation was 2406.

Cooperation with the teachers has been encouraged in every way possible. A permanent deposit has been placed in the High School for reference and study use. 88 teachers' cards are now in service, many taking class room libraries in this way. Drawing exhibits from the schools have been on exhibition in the Children's room during the school year. A few pictures, about two hundred, have been prepared for circulation among the teachers. It is hoped to add materially to this collection during the freer summer months.

The High School has come to the library in regular classes this fall for practical lectures on the use of the catalog and reference books. Instruction is also given when possible to groups of children. Two lectures, one on classification, the other on reference books were given to the County Normal training class last winter. One has been given this fall.

WORK WITH CLUBS

This has not as yet grown very extensive; but books for special study work have been bought when needed and willing assistance given in the reference room. The special non-fiction card enables many books, limited only by the library resources, to be taken home for study and kept as long as necessary, subject to recall.

A paper on "Influence of reading on children" was recently read by the librarian before a mother's meeting of the W. C. T. U.

AUDITORIUM

The lecture hall is in much requisition. The Lakeside Club, the Young ladies glee club and a Travel club use it for their regular meetings, and other organizations for various occasions. In July the Manistee County Medical Society used the entire upper floor and the basement for the National Assn. for the Study and Prevention of Tuberculosis. This exhibit was largely attended and brought many new friends to the library.

An effort has been made to start a free lecture course without much success. October 9th Mr. S. H. Ranck of Grand Rapids spoke in the auditorium upon the Library movement, a lecture much appreciated. A moderate fund that would secure the services of lecturers on special subjects to be heard free of charge would be money well expended and directly in line with library progress. A free course of university extension lectures is the dream of many libraries and librarians.

TRAVELLING LIBRARIES

Three travelling libraries have been prepared and sent out; one to the Mercy Hospital, one to the Fire station and the third to the "Christian Home" an institution carried on for the amusement and benefit of boys. These books are exchanged for others when desired, thus giving many an opportunity for reading not otherwise possible.

FOREIGN BOOKS

The library owns books in four foreign languages, Polish, Swedish, German and Norwegian. These special libraries are very small and need many more books to be of very much value. In a town having as large a foreign population as Manistee, books in the native languages are absolutely necessary. The numerical use of what we possess will be found among the statistics at the end of this report.

DUPLICATE PAY COLLECTION

A duplicate collection of recent fiction was started last February for the accomadation of the novel reading public and for the relief of the book fund in not having to buy more than one copy of the book of ephemeral interest. The col-

lection is popular and has more than paid for itself from a two cents a day charge, netting \$60.91 for the year.

GIFTS

Many books and magazines have been given to the library this year. With the proceeds of a picture loan exhibition the Lakeside Club presented the library with four beautiful framed prints of famous paintings that were gladly received. This fall the Civics department of the same club gave the book fund \$178.26 gained from a Flower festival. The W. C. T. U. also donated the library a fine portrait of Francis Willard to hang in the auditorium. The local newspapers have given weekly space to Library Notes which has been a great aid in advertising. A general list of donors will be found at the end of the statistical report.

ASSISTANTS

Miss Lydia Kinsley, apprentice from July 1, 1905 to January 1, 1906 and assistant from January 1, resigned her position April 1. The library was very sorry to lose her services. From December 1, 1905 until June 1, 1906, a regular apprentice class was conducted. The course consisted four lectures weekly with five hours daily practice work.

June 1, Miss Belle Moquin and Miss Harriet Ayer of the apprentice class were elected assistants and are giving good, conscientious service. During the month of July Miss Margaret Reynolds of Milwaukee served as apprentice preparatory to attending the Wisconsin Library School. October 1st, Miss Madge Ramsdell entered as apprentice for the winter 1906-97. Since October also Miss Susie Morey has assisted upon Saturdays serving six hours.

EXTENSIVE WORK

In the year just ended the library has tried, as far as its slender resources permitted, to extend its influence. As has been seen it has opened up many lines of work that can be most advantageously increased. As the center of many small towns Manistee has a very fine opportunity for good service, a service that would reflect honor on our city and would mean for the next generation at least a much higher standard of worthy citizenship.

This progress perfectly possible depends entirely upon the library's income.

Respectfully submitted,
ELIZA E. TOWNSEND.
Librarian.

STATISTICAL REPORT.

December 1st 1905 to December 1st, 1906.

Book Account.

Additions:

Number of books at beginning of fiscal year	4744	
Number added by purchase	1061	
Number added by gift	1190	
Number added by binding	586	
Total additions for fiscal year	2837	2837
		<hr/> 7581
Number of books condemned	46	
Number lost by borrowers, unpaid	24	
Number lost by borrowers, paid	5	
Magazine volumes sold	26	
Number of books missing	21	
Total withdrawals	122	122
Total number of books in library		<hr/> 7459

Classified list of Books.

CLASSES	ADDITIONS			TOT'L NUMB'R IN LIBRA'Y		
	AD' LT	CH' LD	TOT' L	AD' LT	CHILD' N	TOTAL
Reference	174		174	198	5	203
General works				11		11
Philosophy	29	1	30	85	3	88
Religion	47	12	59	78	49	127
Sociology	86	91	177	407	205	612
Language	10		10	55	2	57
Natural science	57	34	91	272	173	445
Useful arts	49	10	59	135	27	162
Fine arts	24	21	45	140	49	189
Literature	121	46	167	678	152	830
History	305	58	363	746	219	965
Travel	34	73	107	230	176	406
Biography	81	62	143	225	172	497
Fiction	406	438	888	1339	1030	2369
Bound periodicals	348		355	322	7	329
German books	59		59	59		59
Norwegian books	21		21	21		21
Swedish books	17		17	17		17
Polish books	72		72	72		72
Total	1940	897	2837	5190	2269	7459

Registration of Borrowers.

Cards in force at date of last report	1782
Cards issued during fiscal year to adults	561
Cards issued during fiscal year to children	890
Cards issued at the School Libraries	212
Total issued	1663
	3445
Cards withdrawn by cancellation	52
Total number of cards in force	3393

CIRCULATION STATISTICS

15

CLASSES	GENERAL		SCHOOL LIBRARIANS	TEACHERS'		TOTAL	PER- CENTAGE
	ADULT	CHILD' N		ADULT	CHILD' N		
General Works	3			3	6		
Philosophy	149	23		2	174		.003
Religion	73	343	13	2	444		.008
Sociology	497	3469	434	101	4534		.08
Language	69	11	5	27	113		.002
Natural science	408	1073	158	44	1735		.03
Useful arts	321	312	3	22	663		.01
Fine arts	432	489	10	28	970		.02
Literature	1095	1070	120	89	2407		.05
History	494	1598	187	69	2406		.05
Travel	663	1184	41	26	1948		.04
Biography	407	847	77	15	1367		.02
Fiction	16395	18024	1358	20	35905		.65
German books	381			1	382		.007
Norwegian books	191				191		.003
Swedish books	178		1		178		.003
Polish books	214				214		.004
Renting coll.	1074				1074		.02
Total	28044	28443	2406	449	54711		1.00

Number of days library has been open for circulation 305
 Largest daily circulation 367
 Smallest daily circulation 56

REFERENCE AND READING ROOMS

Number of week days open, 305. Attendance _____ 37519
 Number of Sundays open, 52. Holidays, 8. Attendance _____ 4819
 Total attendance _____ 42338

SUMMARY TABLE

Number of volumes in library _____ 7459
 Number of borrowers cards _____ 3393
 Total circulation _____ 54711
 Total reading attendance _____ 42338

PETTY CASH REPORT

December 1st, 1905—December 1st, 1906.

On Hand		\$ 6.25
Fines, damaged books etc.		102.66
Freight, cartage, postage	54.97	
Repairs etc.	21.62	
Miscellaneous supplies	30.05	
Burglary	2.13	
Total	108.77	
On hand	.14	
	<u>108.91</u>	<u>108.91</u>

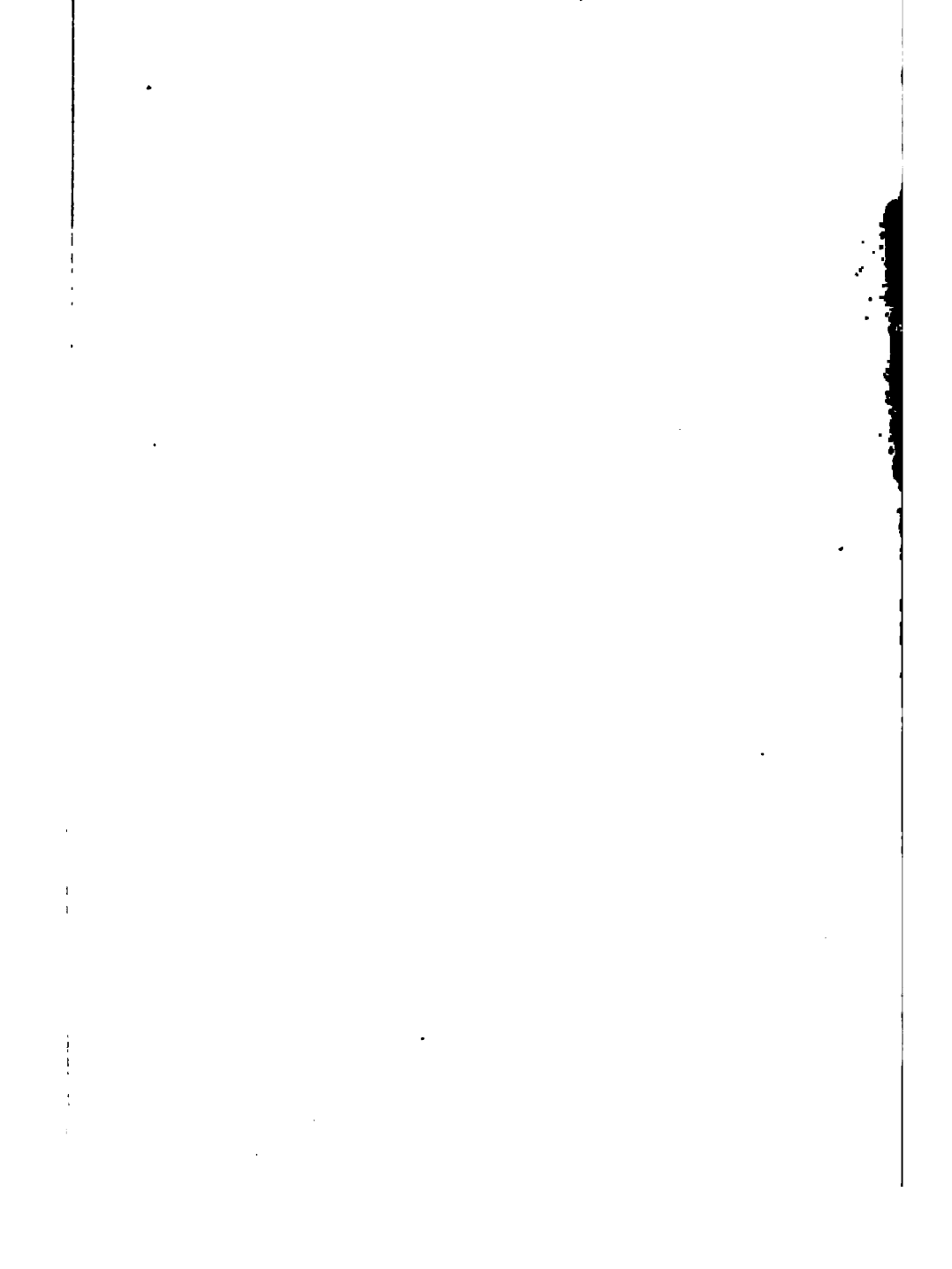
DUPLICATE PAY COLLECTION REPORT.

February 8th, 1906—December 1st, 1906.

Collected		\$ 60.91
Paid out for new books	47.41	
Burglary	9.34	
	<u>56.75</u>	
On hand	4.16	
	<u>60.91</u>	<u>60.91</u>

LIST OF DONORS

Anderson, Mrs. J. H.	McMaster, James
Arnold, Mrs. John	Marsh, Mrs. H. W.
Ayer, Mrs. E. I.	Merritt, Mrs. A. C.
Babcock, Mrs. S. L.	Michigan (state)
Baker, S. H.	Miller, Mrs. Louis
Baker, Mrs. S. W.	Morris, S. E.
Belcher, C. N.	Muenschner, Miss Lula
Bidelman, Mrs. E. B.	Nuttall, Mrs. Margaret
Bolland, L.	Opyrchalski, Father
Brown, Mrs. M. M.	Peters, Mrs. R. G.
Carnegie, Andrew	Porteous, Mrs. Robert
Cleveland, O) Public Library	Quincy (Ill.) Public Library
Cohn, Mrs. L. E.	Ramsdell, J. M.
Cron, F. W.	Ramsdell, T. J.
Dempsey, James	Ray, Herbert
Dempsey, Mrs. L. T.	Ray, Mrs. Tom
Fowler, Frank	Reynolds, Miss Margaret
Gardner, Miss Gail	Round Robin Club
Grand Rapids (Mich)	Scoville, Warren
Public Library	Shults, J. H.
Gregory, Mrs. W. J.	Shuman, Mrs. C. B.
Harley, H. L.	Smithsonian institute
Hodskin, Mrs. F. M.	Stansell, Mrs. L. T.
Jensen, Mrs. P. C.	Stetting, Miss Rosa
Jersey City (N. J)	Stephenson public library
Public Library	(Marinette, Wis.)
Larsen, Evelyn	Stoner, D. B.
Lexington (KY.)	Whipple, Mrs. A. E.
Public Library	White, Mrs. F.
Lundberg, Miss Anna	W. C. T. U.
Luxford, Mrs. A.	



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Third Annual Report

OF THE

Manistee Public Library

THE LIBRARY
OF THE

AUG 17 1972

LIBRARY



CITY OF MANISTEE, MICHIGAN, FOR THE
YEAR ENDING NOVEMBER 30, 1971



Third Annual Report

OF THE

Manistee Public Library



**CITY OF MANISTEE, MICHIGAN, FOR THE
YEAR ENDING NOVEMBER 30, 1907**

PRESS OF AMERICAN PRINTING CO.
MANISTEE, MICH.
2 23

LIBRARY BOARD

C. A. PALMER, President

AGNES KENNY, Secretary

JOSEPH KIRSTER, Treasurer

T. J. RAMSDELL

W. J. GREGORY

STANDING COMMITTEES

ON ADMINISTRATION—Messrs. Kirster and Ramsdell

ON BOOKS—Mr. Gregory, Miss Kenny

ON FINANCE—Messrs. Ramsdell, and Gregory

The President is, ex-officio, a member of all Standing Committees.

STAFF

ELIZA E. TOWNSEND, Librarian

BELLE MOQUIN, Assistant

***MADGE RAMSDELL, Assistant**

***LULAH MUENSCHER, Assistant**

***SUSIE MOREY, Apprentice**

LOUIS BUCHER, Janitor

HOURS

9 A. M.—9 P. M.

Sundays and Legal Holidays

2 P. M.—5:30 P. M.

***PART TIME**

PUBLIC LIBRARY

MANISTEE, MICHIGAN

PRESIDENT'S REPORT

To the Honorable Mayor and Common Council of the
City of Manistee:
Gentlemen:—

The Board of Library Trustees of the City of Manistee has the honor to submit herewith its third annual report.

Your attention is respectfully directed to the detailed report of the Treasurer for full information as to financial condition of the Library after completion of the third year of its operation, and to the Librarian's report as to complete record of conduct of Library during same period. We cannot pass this branch of the affairs of our Library, however, without expressing to the members of the Common Council the appreciation of the Board for the recognition of our needs in voting us the extra one thousand dollars. The necessity of such action can call for no additional explanation than reference to the Treasurer's report, which shows, notwithstanding most rigid economy in administration of the affairs of the Library, and the purchase of comparatively few books, a deficit of \$318.33 on the year's operations. We trust that this broad gauged and eminently just act of our city fathers is but a forerunner of future treatment by them of this important branch of our city government.

Also we desire to make due and grateful acknowledgement for the many donations of books and other gifts from those of our citizens who do not forget the great needs of this institution. We know that no

offense will be taken when we particularize in this regard Mrs. W. R. Thorson's gift of one thousand dollars, which will enable the Board to place many books upon our shelves, books that will reach out and attract to the Library many of our citizens of foreign nationality, a feature, because of our lack of funds, sadly neglected in the past.

Also Mr. Wente's gift of one hundred and fifty dollars, the Lakeside Club gift of two hundred and eleven dollars, both of whom have proven their friendship for us in the past, the gift of ten dollars from the Rod and Gun club, a large book gift from Mrs. A. O. Wheeler, have helped to fill vacant book shelves, and have afforded much pleasure and information to the young and old of our city.

Attention is particularly called to the Librarian's report on congested conditions in the Library. The Board is seriously considering the removal of the children's reading room to the vacant room upstairs; and, indeed, were it not for the expense of same, should have done so ere this. It will entail an expense of about five hundred dollars. The Board is perfectly willing to do the labor necessary for this important change, if some of our generous hearted citizens, who love children, will make study of conditions, sufficient to be fully convinced of the necessity of such action, and then will step forward with directions to us to proceed with it.

We again ask our citizens to devote a few spare hours, occasionally, in investigating conditions at the Library, this Board being, at all times, most eager for suggestions and always ready to accept assistance in financial and other ways.

Respectfully submitted,

C. A. PALMER,
President.

TREASURER'S REPORT

For the fiscal year ending November 30, 1907.
To the Honorable Mayor and Common Council of the
City of Manistee:

Receipts:

By City Treasurer	\$3371 31
By Lakeside Club	211 54
By rent of Normal room	50 00
By penal fines	256 39
By Rod and Gun Club	10 00
By Hon. Wm. Wente	150 00

Expenditures:

Deficit	\$ 91 11
Salaries	1401 38
Janitor	577 50
Books	1060 96
Periodicals	152 95
Binding	348 25
Fuel	205 10
Light	187 91
Water	24 59
Telephone	18 00
Catalog supplies	26 12
Printing	60 51
Repairs and improvements	124 40
Insurance	18 17
Special	47 73
Miscellaneous	22 89

Total	\$4367 57
Deficit	318 33

\$4049 24 \$4049 24

Respectfully submitted,
JOSEPH KIRSTER,
Treasurer.

LIBRARIAN'S REPORT,

For the fiscal year ending November 30, 1907.
To the Board of Trustees of the Manistee Public
Library, Manistee, Mich.:
Ladies and Gentlemen:—

I have the honor to submit the third annual report of the Manistee Public Library for the fiscal year ending November 30, 1907.

Our work the past year was sadly hampered by lack of funds. All departments suffered; but the need was particularly felt in the demand made upon the library by the mechanic arts and trades, by foreign readers, and in the growing necessities of the two school libraries. The imperative need for a larger income having been placed before the City Council, that honorable body increased our funds for the ensuing year by one thousand dollars. Therefore it is with an assured growth that we can enter upon our next year's work, feeling confident that the council will not regret its action.

The Library now possesses 9150 volumes which were used by 4261 borrowers. This is an increase by books of 1671 and by card holders of 886. 566 of these volumes were given, the rest were purchased or are magazine volumes added by binding. The buying has been very conservative, endeavoring to fill in vacancies in subjects, and to become well stocked in the classics. Through this necessity and through the cause stated above merely current interests have been somewhat neglected. 1783 books have been classified and cataloged, it being our effort to keep this branch of the service up to date.

With our increasing number of books shelf extension will soon be imperative. I would recommend that the present children's room be devoted to the overflow of bound periodicals and adult readers, moving the juvenile books to some other part of the building. This would greatly relieve the present congestion.

CIRCULATION

The circulation for the fiscal year was 49,844, with a fiction percent of 62.5. The general circulation is not as large as that of the preceding year. Comparison of statistics will show that the decrease is entirely in the use of fiction. Outside causes have in a measure affected this reading; but it should be recalled to mind that last year most of our fiction, particularly the juvenile, were new, attractive books, and that this year's purchase has added comparatively little to the total. The use of the class books is larger than before, which is a much more healthful sign for the good influence of the Library than if the general circulation had increased on fictional reading. The fiction percentage has been lowered two and a half percent. Twenty-seven thousand four hundred books were circulated from the children's room and from the fourth and fifth Ward libraries. Books were given out weekly at these schools during the summer months as well as during the school year. The growth has been rapid and constant; and our larger income will enable us to establish them on a firmer basis. It is hoped that some plan may be formed in the near future whereby the general public may use these two libraries, thus making them, in reality, branch libraries. To make books so easy of access that it becomes natural to use them is the chief problem of all public libraries. In this connection it may be mentioned that the library has urgent calls for delivery stations in Eastlake and Filer City. Though it is impossible at present to attempt any such extension, it would be well to consider it for future growth.

REFERENCE AND READING ROOMS

The Reading Rooms and Reference Room use was 41,957 last year, of which number 25,457 were children. Reference work, the answering of questions and looking up material on different subjects, has greatly increased. Next year a separate account will be kept of this important part of a Library's service. Owing to the great number of High School students who come

to the Library, to the great detriment of its use by older people, it would seem advisable to allow these students to use the present Children's room, moving that either to a room upstairs or to the basement. For better discipline, for more book space, for more thorough work in every way, some such change will soon be imperative.

WORK WITH CHILDREN

The 2,587 books in the Children's room and school Libraries circulated 27,400 times, being read by 2,239 children. The opening of the present season has emphasized the necessity of placing this work in some other quarter of the building where the children can have more individual attention, and where it will be more possible to maintain discipline without disturbing every one else in the Library.

The Story Hours and Children's Clubs have been very successful. One thousand seven hundred and eighty-eight little ones have attended the first, while the clubs have a membership of 103, 26 girls and 77 boys; attendance, 2,277. Folklore and standard fairy tales are told at the story hours. This winter the students of the County Normal Training Class are assisting in this work. The Boys' Club, of which there are two divisions, has had a course in Greek and Roman mythology, tales from King Arthur, the Charlemagne stories and are now absorbed in the doings of Robin Hood and his merry men. The girls have been told the lives of famous women, particularly of our own country. At present they are hearing, with interest, stories of chivalry. Last May an open meeting of this club was held in the auditorium. Four of the girls wrote and read little essays on the women who had been discussed, and half a dozen gave recitations of poems that had been read to them. With the addition of music a very pleasant program was given and enjoyed by a large audience.

Mr. Chelsea Foy deserves much credit for his work with the Boys' Club which under his leadership

has developed very creditable football and baseball teams and much esprit de corps. The suits for this team work were given the boys by Gen. G. A. Hart. Miss Jane Petrie, director of the County Normal Training Class, has helped constantly with the Girls' Club and in conjunction with the reading much pleasant raffia work and sewing has been done. The north room in the basement is used for these clubs. There is plenty of space for freedom in both speech and action. Results from the work have been very apparent, in better reading and in better understanding of the Library and its use.

Mention has already been made of the two school Libraries. In addition to these 108 teachers' cards are in service. Many class room libraries are taken on these cards as well as the books for immediate service in teaching. This last year the need of many duplicates for supplementary work has been greatly felt. Four hundred and six more pictures have been prepared for circulation. The use of these is not as yet as extensive as it should be, and is much hampered by the lack of a proper place to keep them for ready reference and quick access.

The County Normal training class and the freshman class of the High School receive instruction by regular lectures every autumn in the use of the reference room and the catalog. It is hoped that next year these talks may be given to the eighth grade since so many of that grade never enter the High School.

Last spring the Librarian read a paper before a special meeting of the city teachers on the "Relation of the School to the Library;" and this October attended the State Teachers' Association meeting at Battle Creek, as secretary of the Library Section. Our relationship with the schools is in every respect pleasant and yearly becomes more profitable.

WORK WITH THE STUDY CLUBS

Study club work is also growing. The number of these clubs has increased this last year; and the libra-

ry is appealed to before every meeting. Much assistance has been given; and it is hoped that we will be able to be of more service this winter. Lakeside material is shelved in the Reference room with a number of books of interest particularly to the Civics Division. The Library is glad to be of help to these educational clubs, and whenever possible requests for particular books have always been granted. The auditorium is used now, by the Lakeside Club, the W. C. T. U. and the Humane Society.

TRAVELLING LIBRARIES

Over four hundred books have been used by the four travelling Libraries, at the Life-saving station, Fire station, Mercy hospital and the "Christian Home." It is impossible to get statistics concerning their circulation. The pleasure and profit derived from the books has been told in other ways than in figures.

GIFTS

The Library has always been fortunate in receiving gifts from friends. Many books have been given from different individuals, notably one hundred and thirty-two from Mrs. A. O. Wheeler. One hundred and fifty dollars was received from Mr. W. Wentz at a time of great need. In addition to \$50 given early in the year by the Lakeside Club, at their annual flower show, netting the Library \$161.54. Mrs. W. R. Thorson, a former resident of Manistee, recently authorized a special committee to purchase one thousand dollars' worth of books. The books have been selected and ordered, and only a few have as yet arrived. Results from this generous gift will belong to next year's records. The Library Board has much appreciated every gift received, and a general list of donors will be found at the end of the report.

ASSISTANTS

Miss Belle Moquin is still retained as first assistant with additional salary. The first of August,

Harriet Ayer resigned her position to enter a kindergarten school in Grand Rapids. Her resignation was accepted by the board with commendation for past services. Miss Madge Ramsdell, having finished the apprentice course, was engaged the first of October for five hours daily service. Miss Lulah Muenschner took the apprentice work from the first of May until the first of November and was then engaged for three hours daily service. Miss Susie Morey, while attending the senior year of the High School, is also receiving apprentice instruction, and gives eight hours weekly to the Library. The work among the assistants has been most harmonious and characterized by diligent and earnest effort.

The prospects are bright for the coming year, bright for service to the community, a service that we hope will cause Manistee's citizens to feel that their Public Library is a truly profitable part of their civic life.

With grateful acknowledgements to your honorable body for your cordial co-operation in all our mutual endeavor,

Respectfully submitted,

ELIZA ELLEN TOWNSEND,

Librarian.

STATISTICAL REPORT

December 1st, 1906—December 1st, 1907.

Book Account.

Number of books at beginning of fiscal year..	7459
Number added by purchase.....	1088
Number added by gift.....	566
Number added by binding.....	129
Total additions.....	1783
	<hr/> 9242

Number of books worn out.....	36	
Number lost by borrowers, unpaid.....	18	
Number lost by borrowers, paid.....	4	
Number unaccounted for.....	27	
Number withdrawn for other causes.....	7	
Total withdrawals.....	92	92
Total number of books in library.....		9150

CLASSIFIED LIST OF BOOKS

CLASSES	ADDITIONS			TOT'L NUMBER IN LIBRARY		
	ADULT	CHIL.	TOTAL	ADULT	CHIL.	TOTAL
Reference	123		123	320	5	325
General works	1		1	12		12
Philosophy	28	1	29	113	4	117
Religion	50	2	52	127	51	178
Sociology	81	69	150	486	269	755
Language	10		10	65	2	67
Natural science	27	12	39	298	184	482
Useful arts	40	2	42	174	29	203
Fine arts	36	5	41	174	54	228
Literature	215	5	220	889	156	1045
History	36	10	46	781	227	1008
Travel	57	29	86	286	204	490
Biography	44	3	47	367	173	540
Fiction	487	201	688	1790	1196	2986
Bound periodicals	128	19	147	450	24	474
German books	23		23	81		81
French books	1		1	11		11
Norwegian books	4		4	25		25
Swedish books	17		17	34		34
Danish books	11		11	11		11
Polish books	6		6	78		78
Total	1425	358	1783	6572	2578	9150

BINDING

Number of periodicals bound.....	135
Number of books rebound.....	452
Total volumes bound.....	587

REGISTRATION OF BORROWERS

Cards in force at date of last report.....	3398
Cards issued during fiscal year to adults....	364
Cards issued during fiscal year to children..	419
Cards issued at school libraries.....	134
Total issued.....	917
	4310
Cards withdrawn by cancellation.....	49
Total number of cards in force.....	4261

REFERENCE AND READING ROOMS

Number of week days open, 308. Attendance..	35830
Number of Sundays open, 52; holidays 5. Attendance	6127
Total attendance.....	41957

CLASSES	GENERAL		SCHOOL LIBRARY'S	TEACHERS'		TOTAL	PER- CENTAGE
	ADULT	CHILD.		ADULT	CHILD.		
General works.....	5	10		1		6	.0001
Philosophy.....	135			11		156	.003
Religion.....	139	210	31	5	14	399	.008
Sociology.....	628	2751	466	114	23	3982	.08
Language.....	63	5	14	-9		91	.0018
Natural science.....	408	1068	178	56	28	1738	.034
Useful arts.....	272	217	18	16	4	581	.011
Fine arts.....	413	390	23	20	9	855	.02
Literature.....	1142	972	177	86	63	2442	.05
History.....	454	1083	227	134	68	1966	.039
Travel.....	555	1241	85	12	39	1932	.04
Biography.....	317	622	77	20	11	1047	.021
Fiction.....	14012	14831	2232	32	80	31187	.625
Pictures.....		418				418	.008
German books.....	641					641	.012
French books.....	15					15	.0003
Norwegian books.....	202					202	.004
Swedish books.....	316					316	.0063
Polish books.....	676					676	.013
Danish books.....	30					30	.0005
Renting coll.....	1164					1164	.023
Total.....	21587	23872	3528	518	339	49844	1.0000

Number of days library has been open for circulation	305
Largest daily circulation	358
Smallest daily circulation—circus day	24

PETTY CASH REPORT

December 1st, 1906—December 1st, 1907.

Receipts

On hand	\$ 14
From library fund	4 00
Fines, lost and damaged books, etc....	102 71
Total receipts	<u>\$106 85</u>

Expenditures

Freight, express, postage, etc.....	\$ 56 82
Repairs, etc.....	19 65
Miscellaneous supplies.....	28 65
Total expenditures	<u>\$105 12</u>
On hand	1 73
	<u>\$106 85</u>
	\$106 85

DUPLICATE PAY COLLECTION REPORT

December 1st, 1906—December 1st, 1907

On hand	\$ 4 16
Received from dues	35 71
Total	<u>\$39 87</u>
Paid out for new books	\$ 36 45
On hand	3 42
	<u>\$ 39 87</u>
	\$ 39 87

LIST OF DONORS

Atlas Portland Cement Co.	Marcy, Mrs. Eloise
Arnold, Mrs. John	Marsh, Miss Bertha
Clapp, Miss Eliza	Marsh, Mrs. H. W.
Collins, Mrs. Thomas	Michigan (state)
Dunham, Mrs. George	Morris, L. E.
Ellis, Mrs. E. S.	Muenschner, E. W.
Eskildsen, Mrs. C. E.	Muenschner, Miss Lulah
Filer, Mrs. E. G.	Nuttall, Mrs. Margaret
Filer, Miss Martha	Olson, John P.
Gregory, W. J.	Peters, Mrs. R. G.
Gregory, Mrs. W. J.	Ramsdell, Miss Marinette
Grunwald, H. J.	Reynolds, Mrs. H. R.
Harley, Constance	Rod and Gun Club
Harley, H. L.	Round Robin Club
Heacox, Mrs. A. E.	Stansell, Mrs. L. T.
High, Ruth	Steffes, Father J. M.
Hodskin, Mrs. F. M.	Super, C. W.
Hubbell, J. J.	Thomas Pub. Co.
Johnson, Mrs. I. L.	Thorsen, Mrs. C. C.
Jorgenson, Miss Martha	Wente, William
Kenny, Miss Agnes	Wente, Mrs. William
Kingsley, Miss Lydia	Wheeler, Mrs. A. O.
Kyllberg, Victor	Wheeler, Mrs. E. G.
Lyman Co.	White, Mrs. Frank

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1908/09

Fifth Annual Report of the
MANISTEE
PUBLIC LIBRARY



Aug 17 1977

Manistee Public Library
Manistee, Michigan

CITY OF MANISTEE, MICHIGAN
FOR THE YEAR ENDING
NOVEMBER 30, 1908



Fifth Annual Report of the
MANISTEE
PUBLIC LIBRARY



CITY OF MANISTEE, MICHIGAN
FOR THE YEAR ENDING
NOVEMBER 30, 1909

PRESS OF AMERICAN PRINTING CO.

MANISTEE, MICH.

LIBRARY BOARD

C. A. PALMER, President

T. J. RAMSDELL, Vice-President

W. J. GREGORY, Secretary

JOSEPH KIRSTER, Treasurer

MRS. S. W. BAKER

STANDING COMMITTEES

ON ADMINISTRATION—Messrs. Kirster and Ramsdell

ON BOOKS—Mr. Gregory and Mrs. S. W. Baker

ON FINANCE—Messrs. Ramsdell and Gregory

The President is, ex-officio, a member of all standing committees.

STAFF

ANGIE MESSER, Librarian

BELLE MOQUIN, Assistant

***MADGE RAMSDELL, Assistant**

***LULAH MUENSCHER, Assistant**

LOUIS BUCHER, Janitor

HOURS

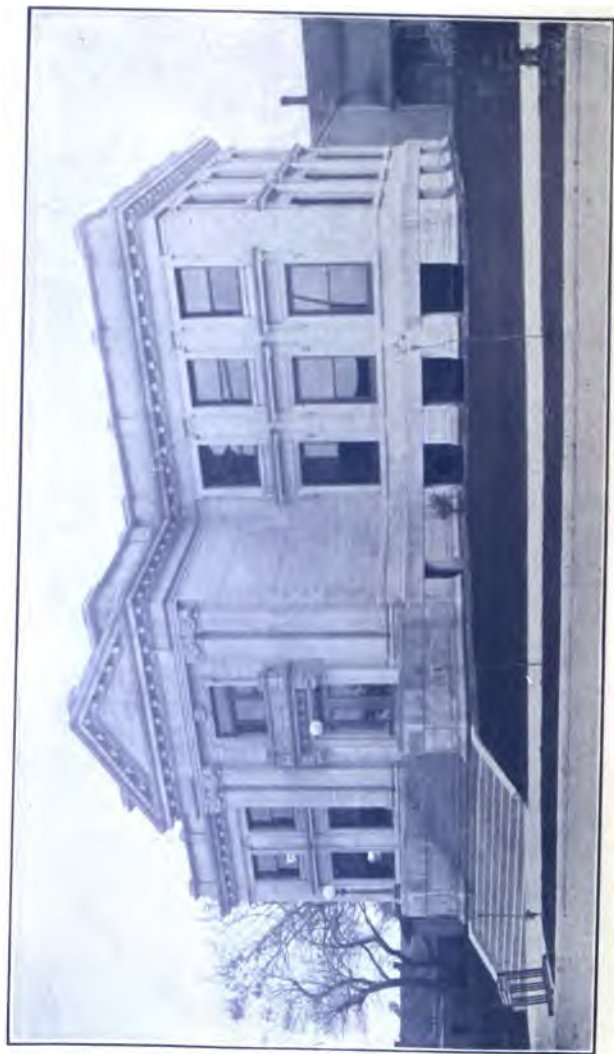
9 A. M.—9 P. M.

Sundays and Legal Holidays

2 P. M.—5:30 P. M.

***PART TIME**





Manistee Public Library, Manistee, Mich.

PUBLIC LIBRARY

MANISTEE, MICHIGAN

PRESIDENT'S REPORT

To the Honorable Mayor and Common Council of the City of Manistee:

Gentlemen:—

The Board of Trustees of the Public Library of the City of Manistee has the honor to submit herewith the fifth annual report of the Public Library.

For detailed information respecting the financial and statistical operations of the Library during the past year, your attention is respectfully directed to reports of Treasurer and Librarian, herewith submitted.

In acknowledging and expressing our appreciation of action of your Honorable Body, by which our annual appropriation was continued at the sum of Four Thousand Five Hundred dollars, we also wish to call your attention to the fact that notwithstanding considerable extra expense in maintainance during the past year, for the first time in the history of the Library, we have a small cash balance on hand instead of a deficit.

While our appropriation does not permit of the purchase of many new books, nevertheless we believe, by careful management, we can keep expenditures within the amount allowed annually, trusting that our endowment will soon be sufficient to supply us with necessary funds for the purchase of enough books to keep us reasonably up to date.

Upon the subject of endowments, this Board feels that it as well as the general reading public of our fair city can only signify, without attempting to express the sense of deep obligation felt towards two of our late citizens, who in their last hours, while their minds were occupied with the higher and better things in life, caused to be placed in their last wills substantial sums for the benefit of our Library, viz: Mrs D. W. Filer, the sum of five thousand dollars, and Mr. E. N. Salling, five hundred dollars. They have passed away and cannot hear our words of gratitude, but it is certain that future generations in our City will gladly pay trib-

ute to them for their thoughtfulness, resulting in so much good to those to come. These amounts have been invested in six per cent. bonds, as shown in detail in Treasurer's report, the interest received from which will be invested in books.

We desire also to express our appreciation to the Western Fish and Game Club for their gift of \$38.75 in cash, and to the many, many citizens who have shown their interest in our work by gifts of valuable books and magazines.

At the monthly meeting, held in September of this year, this Board, with great regret, accepted the resignation of our Librarian, Miss Townsend, to take effect October 1st, at which time she severed her connections with our Library for broader and higher fields of labor in her chosen profession. Miss Townsend, by her fidelity, her ability and courtesy had established herself firmly in the minds of our people and while we regret her loss, we congratulate ourselves that she leaves us to take up a work of so much wider influence and greater importance.

After much correspondence the Board finally agreed upon our present Librarian, Miss Messer, to succeed Miss Townsend, and we are pleased to acknowledge that her work among us is proving both pleasing and satisfactory to all.

We desire hereby to express our grateful appreciation to our citizens who have, by their use of and additions to our Library, shown their great interest in this important branch of our Civic Government and conclude by inviting your close and careful scrutiny of reports herewith submitted, with an earnest invitation to you all to make the Library a part of your home and business life.

Respectfully submitted,

C. A. PALMER,
President.

TREASURER'S REPORT

For the fiscal year ending November 30, 1909.
To the Honorable Mayor and Common Council of the City
of Manistee, Mich.:

Receipts:

By City Treasurer.....	\$4530 27
By City Treasurer, delinquent taxes..	52 53
By rent of Normal room.....	100 00
By Western Michigan Fish and Game Club.....	38 75
From the Thorsen fund.....	78
Total receipts	\$4722 88

Disbursements:

Deficit from 1908	\$ 4 15
Salaries.....	2016 58
Janitor.....	650 00
Books.....	753 96
Periodicals.....	139 00
Binding.....	397 64
Fuel.....	166 37
Light.....	192 54
Water.....	32 30
Telephone.....	18 00
Catalog supplies.....	45 00
Printing.....	60 00
Furniture and fixtures.....	41 75
Repairs and improvements.....	46 60
Insurance.....	18 17
Special.....	23 04
Miscellaneous.....	56 30
Total	\$4661 46
Balance.....	60 87

\$4722 88 \$4722 88

The previous report shows salaries for eleven months' service. The present report shows salaries for thirteen months' service.

ENDOWMENT FUND

Receipts:

By Congregational Sunday School...	\$ 200 00
By Mrs. Carrie Payne Filer	5000 00
By E. N. Salling	500 00
By interest on investments	80 00
By discount on bonds purchased	59 00
Total	\$5839 00

Disbursements:

To bonds purchased	\$5200 00
To premium on same	600 00
Accrued interest on bonds	1 67

Total	\$5801 67
Balance	37 33

\$5839 00 \$5839 00

Respectfully submitted,
 JOSEPH KIRSTER,
 Treasurer.

REPORT OF LIBRARIAN

Manistee, Michigan, December 1, 1909.

To the President and Board of Trustees:

Ladies and Gentlemen:—I have the pleasure of presenting to you the fifth annual report of the Manistee Public Library, showing the work and conditions for the fiscal year ending November 30, 1909.

The past year shows a gratifying use of the Library both from the standpoint of popularity and from its established position as an educational factor in the city.

Substantial gifts were received during the year from two of our late citizens. One, of \$5,000 from Mrs. Carrie Payne Filer, the other, a gift of \$500 from Mr. E. N. Salling, both having been so invested as to bring a permanent income to the Library. In addition to these recognitions of the work and growing needs of the Library are many donations of books and periodicals which show a wide interest and concern in this institution by the citizens of Manistee.

One thousand three hundred and eighty-eight books have been added to the Library and 234 withdrawn, leaving in service 11,928, a net increase over last year of 1,156 volumes. The borrowers' cards in force number 4,873. This number shows a material decrease from last year's report. Through the re-registration of borrowers many cards which were long unused were canceled.

Among the most valuable additions to the book collections were new and attractive editions of the following standard authors: Dickens, Poe, Lytton, Balzac, Fielding, Goethe, Shelley, and Keats. Selected State and Government publications were received. These documents are not included in the above given number of additions.

CIRCULATION

The circulation for the fiscal year was 54,046, with a fiction percent of 61. This number does not show an increase over last year's circulation, which was 54,059. However the percentage of fictional reading is slightly lower and was doubtless influenced by the suggested lists placed in many of the adult novels. These lists are graded and lead up to non-fiction. It is not always easy to find the causes of the yearly changes in the circulation of a Library. No doubt the transitional period due to a change of librarian has been a factor in the present situation.

Twenty-one thousand six hundred and twenty-six books were circulated from the Children's Room and 4,497 from the two Ward School Libraries. From the last mentioned,

books are given out once a week during the entire year. At the Fourth Ward school the Board of Education have put in order for us an unused room on the first floor which is easy of access from without. Adult books were added to the collection and their use shows that this extension of the library's work is appreciated by the section of the town interested.

REFERENCE AND READING ROOMS

The work of the Library is helpful in all educational work, as is shown in the use of the reference and reading rooms. Patrons of these rooms for the past year number approximately 37,287. Of this number 2,941 used the reference room, which is well equipped with standard reference books. Statistics cannot be kept of the books used in the Library, but that there is a growing demand in reference work is attested by calls for material on many topics at the loan desk and by means of the telephone.

A few more magazines are needed in the reading room. At present we subscribe to forty-two magazines, in addition nine are given. Twenty newspapers are on file, six of the number being gifts and half in foreign languages. During the winter months all the rooms are taxed to their utmost capacity.

WORK WITH THE CHILDREN

The aim of the Children's department is to encourage in every child the reading habit. To this end an effort is made to place before the children only the best books and by this means bring to the child's realization the possibilities of the Public Library as an opportunity for knowledge as well as for pleasure. As far as possible personal work with individual children is carried on. Last winter graded lists were mineographed and given to every child in each room of the public and parochial schools of the city. The interest aroused by the personal visits of the librarian to the schools, when stories were told and talks given to the children, was very gratifying. This work is now being carried on with a resulting stimulation in the demand for books. No greater testimony of the use of the Children's department can be given than an examination of the books themselves. The large number of withdrawals was due to wornout books in this department, and many more need to be withdrawn as replacements can be made.

The Story Hours and Reading Clubs have been continued as heretofore from October 1 until June 1. Miss Moquin and Miss Ramsdell of the staff have charge of the

story hours. The stories were enjoyed by 1,688 children, an increase in attendance over last year of 514 children. A series of historical tales were given to the two divisions of the Boys' Reading Clubs. The older of these clubs, boys in the higher grades, spend the entire time with the stories. The younger club end the allotted time with a few simple games. A similar course is followed with the Girls' Club with the addition of weekly reading. The attendance at the three clubs was 1,848.

In May the girls presented the play, Cinderella. The proceeds were used for the purchase of books for the Children's Room.

WORK WITH THE SCHOOLS

In addition to the two school libraries in the fourth and fifth wards already mentioned a number of books for classes are taken on teachers' cards of which 101 were in use last winter. This number includes many used by county district teachers, whom the library is very glad to serve in this way. This fall a course of four lectures was given by the librarian to the High School and to the members of the County Normal Training class. It is the desire of the librarian to have the freshman class come to the library in groups of twelve to fifteen and here through the actual use of the catalog and indexes prove the practical resources of the library.

During the past year circular letters calling particular attention to the library were sent out to every graduate of the high school and of the eighth grade.

The librarian read a paper on Children's Reading to the Mothers' Club of the fifth ward and to the County Normal Training Class. Our work with the schools has the most cordial cooperation of the Superintendent and his corps of teachers.

It may be mentioned here that another phase of extension work was undertaken in the line of appealing, by circular letters, to the workers in the mills and factories. This, it was noticed, gave good results.

STUDY CLUBS

Another line of educational work which the library parallels is that carried on by the study clubs. The library is glad to render every possible assistance in the finding of material. The auditorium is used by the Lakeside Club and the Humane Society.

TRAVELING LIBRARIES

Traveling libraries of from twenty to thirty volumes are sent every few months to the Fire Station, the Life Saving Station and Mercy Hospital. Statistics as to their use are impossible to collect, but that the privilege of having the books is appreciated has been attested in many ways. The library also sends duplicate magazines to the town hospital, to the State Penitentiary, to the County House, and to the Northern Michigan Asylum.

GIFTS

The most important gifts of the year were those of Mrs. Carrie Payne Filer and of Mr. E. N. Salling. The actual benefit to be derived can only be detailed in future reports by noting the additions to our collections and seeing the deepening love for the library. The Western Michigan Fish and Game Club gave \$38.75 which was most thankfully received. Many individual gifts have been made; the donors' names will be found listed at the end of this report. The Board of Trustees and the public have much appreciated the generosity of the library's friends.

STAFF

In September Miss E. E. Townsend resigned the librarianship and accepted a position with the Iowa State Library Commission. Miss Townsend proved herself an efficient librarian and it is largely due to her efforts that the library has become a force in the community. During her administration here she won many friends, socially as well as professionally, whose good will follows her in her new work.

The working force remains the same with the exception of the apprentice, Miss Theresa Cahill. Miss Cahill served an apprenticeship of six months from November 1, 1908, to May 1, 1909, receiving the regular library instruction.

The salaries of all the assistants have been raised this fall and now approximate the value of their services, which is most earnest and enthusiastic. The weekly staff meetings have been continued. Current events and book reviews are brought before the class and discussion of library topics encouraged.

FUTURE

The Library opens the new year in a good financial condition and with the confidence and good will of the public. With no serious drawbacks the year should be one of



Interior View—Christmas Decoration

continued good service, and thus establish the Library more firmly as an essential factor in the city's growth.

With grateful acknowledgements to my assistants for their faithful service and to the Library Board for its cordial cooperation,

Respectfully submitted,
ANGIE MESSER,
Librarian.

STATISTICAL REPORT

December 1, 1908—December 1, 1909.

Book Account.

Number of books at beginning of fiscal year....	10772
Number added by purchase	891
Number added by gift.....	313
Number added by binding.....	184
Number of lost books found.....	2
	<hr/>
Total additions	1390
	<hr/>
	12162
Number of books worn out.....	140
Number lost by borrowers, unpaid	18
Number lost by borrowers, paid.....	2
Number unaccounted for.....	53
Number withdrawn for other causes.....	21
	<hr/>
Total withdrawals	234
	<hr/>
Total number in the library.....	11928

CLASSIFIED LIST OF BOOKS

CLASSES	ADDITIONS			TOTAL NUMBER IN LIBRARY		
	ADULT	CHIL.	TOTAL	ADULT	CHIL.	TOTAL
Reference	50		50	401	5	406
General works				16		16
Philosophy	21		21	161	4	165
Religion	47	3	50	234	63	297
Sociology	50	41	91	567	327	894
Language	4		4	74	2	76
Natural science	12	7	19	360	209	569
Useful arts	49	4	53	284	40	324
Fine arts	31	13	44	239	70	309
Literature	54	10	64	1091	213	1304
History	18	8	26	850	257	1107
Travel	44	11	55	374	216	590
Biography	44	12	56	439	202	641
Fiction	459	139	598	2468	1453	3921
Bound periodicals	162	22	184	780	51	831
German books	31		31	140		140
French books				81		81
Norwegian books	16		16	55		55
Swedish books	5		5	57		57
Danish books				13		13
Polish books	21		21	132		132
Total	1118	270	1388	8816	3103	11928

BINDING AND MENDING

Number of periodicals bound.....	184
Number of books rebound.....	575
Number of books mended.....	875
Total.....	1616

REGISTRATION OF BORROWERS

Cards in force at date of last report		5105
Cards issued during the year to adults	364	
Cards issued during the year to children	288	
Cards issued during the year at schools	87	
	<hr/>	
Total issued	739	739
		<hr/>
		5844
Cards withdrawn by cancellation	41	
Cards withdrawn by re-registration	930	
	<hr/>	
Total withdrawn	971	971
		<hr/>
Total number cards in force		4873

REFERENCE AND READING ROOMS

Number of days open, 307. Attendance		30042
Number of Sundays open, 52, holidays, 6. Attendance		4304
Reference room attendance		2941
	<hr/>	
Total attendance		37287

CIRCULATION STATISTICS

CLASSES	GENERAL		SCHOOL LIBRARIAN'S	TEACHERS'		TOTAL	PER HUNDRED
	ADULT	CHILD		ADULT	CHILD		
General works.....	302	0	0	13	0	414	.0001
Philosophy.....	187	238	22	7	0	406	.0007
Religion.....	554	3270	1011	90	0	5011	.0004
Sociology.....	80	7	1	13	0	110	.0009
Language.....	407	050	171	40	31	1304	.0003
Natural science.....	405	100	34	20	0	525	.0001
Useful arts.....	384	304	12	33	11	434	.0003
Fine arts.....	1200	547	195	115	39	2328	.0004
Literature.....	629	447	240	77	44	1407	.0003
History.....	700	477	121	39	35	1471	.0003
Travel.....	420	447	05	13	10	955	.0003
Biography.....	16457	13924	2500	52	104	30357	.0152
Fiction.....	224	670	0	1	0	894	.0004
Pictures.....	417	251	0	0	0	668	.0003
German books.....	251	895	0	0	0	1146	.0007
French books.....	1130	34	0	0	0	1164	.0007
Norwegian books.....	2015	0	0	0	0	2015	.0007
Swedish books.....	0	0	0	0	0	0	.0007
Polish books.....	0	0	0	0	0	0	.0007
Danish books.....	0	0	0	0	0	0	.0007
Renting coll.....	0	0	0	0	0	0	.0007
Total.....	26975	21626	4497	525	420	54046	1.0000

SUMMARY TABLE

Number of volumes in library.....	11928
Number of borrowers.....	4873
Amount of circulation.....	54046
Reading attendance.....	37287

PETTY CASH REPORT

December 1, 1908—December 1, 1909.

Receipts:

On hand.....	\$ 5 71	
From Library fund.....	4 00	
From fines, lost books, etc.....	125 17	
Total receipts.....		\$134 88

Expenditures:

Freight, express, postage, etc.....	\$ 51 56	
Repair supplies.....	32 35	
Miscellaneous supplies.....	49 57	
Total expenditures.....	\$133 48	
On hand.....	1 40	

\$134 88	\$134 88
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DUPLICATE PAY COLLECTION REPORT

December 1, 1908—December 1, 1909.

On hand.....	\$ 7 86	
Received from dues.....	61 91	
Total.....		\$ 69 77
Paid out for new books.....	\$ 48 04	
On hand.....	21 73	
		<hr/>
	\$ 69 77	\$ 69 77

LIST OF DONORS

Alway, Guy
Amer. Swedenborg Soc.
Barker, Wharton
Carey, Mrs. H. W.
Casson, H. N.
Coolidge, Miss A. C.
Densmore, Emmet
Donohue, Rev. Charles
Filer, Mrs. E. G.
Gregory, Mrs. W. J.
Griswold, S. M.
Harley, H. L.
Jack, Miss Jessie
Knowles, Mrs. G. F.
Lakeside Club
Lyon, Mrs. M. G.
McKee, Mrs. Allen
Merritt Mrs. J. E.
Michigan (state)

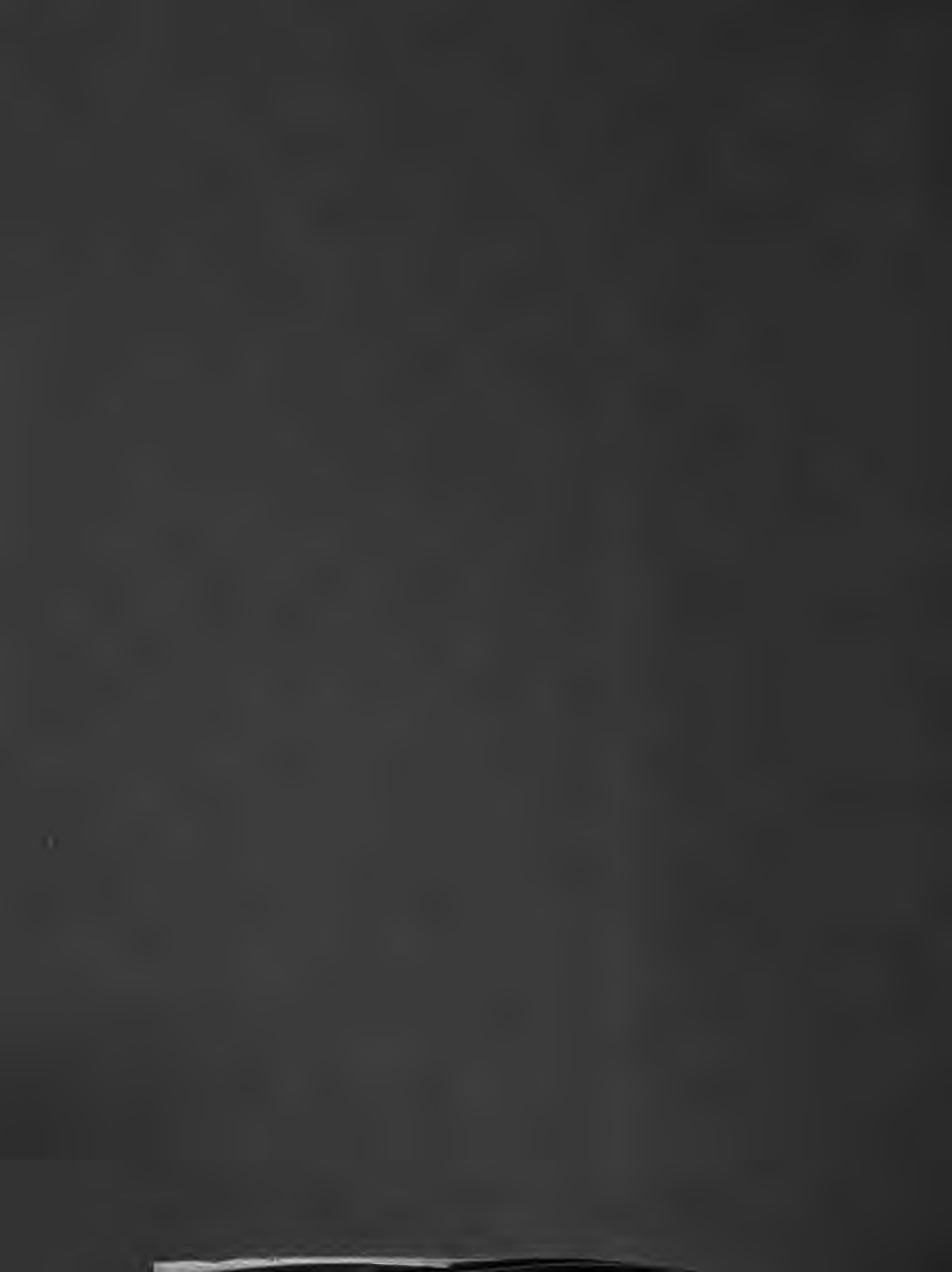
Muenschner, Miss Josephine
Muenschner, Miss Lulah
Nessen, Mrs. J. O.
Oyprchalski, Father
Palmer, Miss E. C.
Perry, S. P.
Pierson, Mrs. H. B.
Raymond, G. L.
Reeves, Miss C. D.
Reynolds, Miss Rose
Rosenberg, August
Round Robin Club
Sebring, Mrs. Harriet
Stansell, Mrs. L. T.
Thorsen, Mrs. W. R.
Towle Manufacturing Co.
Wente, Mrs. William
White, Mrs. F. W.

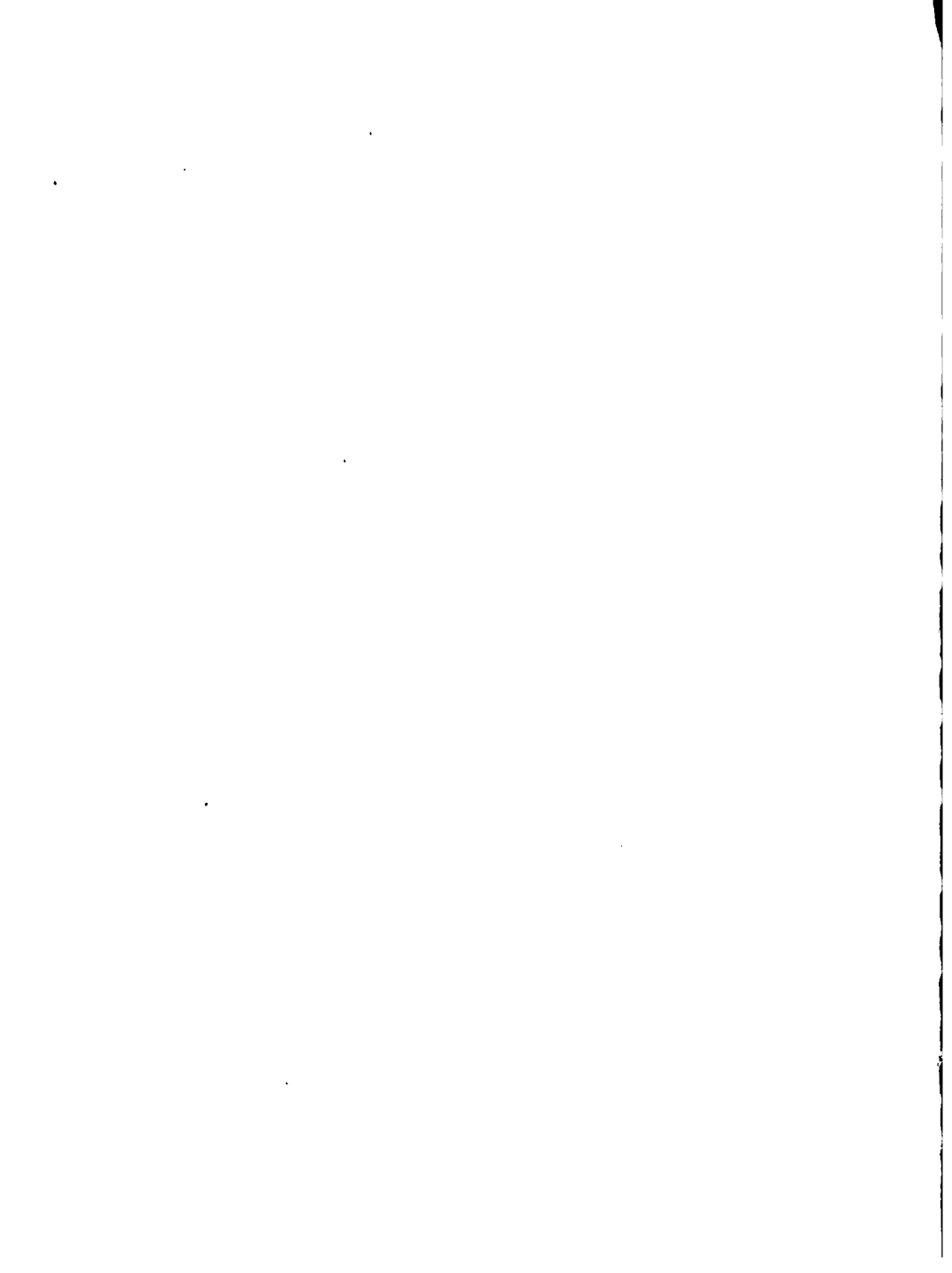
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Sixth Annual Report of the
MANISTEE
PUBLIC LIBRARY



CITY OF MANISTEE MICHIGAN, FOR
THE YEAR ENDING NOVEMBER 30, 1910





Sixth Annual Report of the
MANISTEE
PUBLIC LIBRARY



CITY OF MANISTEE, MICHIGAN
FOR THE YEAR ENDING
NOVEMBER 30, 1910

PRESS OF AMERICAN PRINTING CO.

MANISTEE, MICH.

Library Board.

C. A. PALMER, President

T. J. RAMSDELL, Vice President

MRS. S. W. BAKER, Secretary

JOSEPH KIRSTER, Treasurer

W. J. GREGORY

STANDING COMMITTEES

ON ADMINISTRATION—Messrs. Kirster and Ramsdell

ON BOOKS—Mr. Gregory and Mrs. S. W. Baker.

ON FINANCE—Messrs. Ramsdell and Gregory

The President is, ex-officio, a member of all standing committees.

STAFF

ANGIE MESSER, Librarian

BELLE MOQUIN, Assistant

*THERESA CAHILL, Assistant

*LULAH MUENSCHER, Assistant

LOUIS BUCHER, Janitor

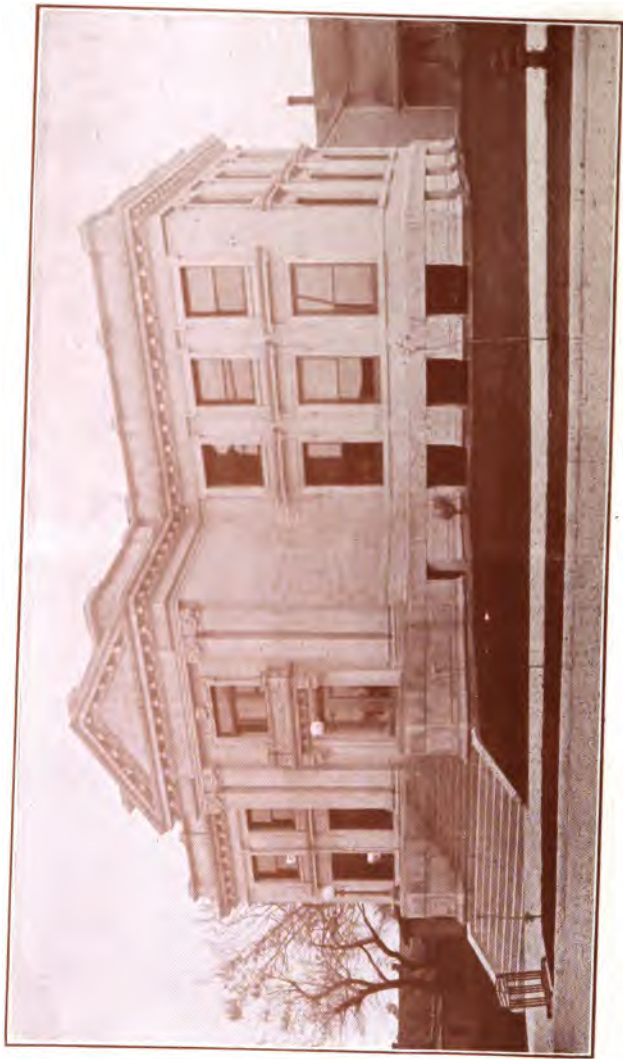
HOURS

9 A. M.—9 P. M.

Sundays and Legal Holidays

2 P. M.—5:30 P. M.

*PART TIME



Manistee Public Library, Manistee, Mich.

Public Library.
MANISTEE, MICHIGAN.

Report of Board of Trustees.

To the Honorable Mayor and Common Council of the City of Manistee:

Gentlemen—The Board of Trustees of the Public Library of the City of Manistee, Michigan, has the honor to submit herewith the sixth annual report of the Public Library.

The progress of the Library in every essential continues very gratifying, as shown in detail in the full and able reports of the Librarian and of the Treasurer of the Board which are also herewith submitted and of which we earnestly invite your careful perusal.

Each year the value and use of the library increase rapidly and in many respects the past year has been unusually successful. In the matter of circulation of books we are much gratified in calling your especial attention to the fact that the year 1910 shows an increase of 2,381 volumes over the year 1909, showing that the popularity of the institution is growing rapidly from the fact that our people are acquiring the Library habit. The Public Library stands as an important factor in the intellectual life of our City and particularly is it doing a great work among our people who are not financially able to maintain extensive private libraries.

Our Library has taken part in general state work and maintained its excellent standing not only in Michigan but elsewhere, for which credit is due to the efforts of Miss Messer, our Librarian, and her efficient staff of assistants.

We desire especially to call the attention of your Honorable Body to the fact shown in the Treasurer's report that at the close of business on November 30th, 1910, we had a cash balance on hand of \$2.86, with all accounts paid, notwithstanding the fact that there has been no increase in administration during the past year, except the redecorating of reading rooms and stack room, to which your attention and inspection are invited. We make this special note in our report for the purpose of calling your attention to the fact that the affairs of the Library could not be conducted with less than the annual appropriation of \$4500.00 which you have allowed us during the past two years.

During the past year the Library has received the very generous bequest of five thousand dollars by the will of our late fellow townsman, William Douglas, for which we desire at this time to express our grateful

appreciation. This has not yet been received, hence is not mentioned in the financial statement.

We wish also to express our appreciation for the many donations of books and periodicals during the past year and particularly for the large collection so kindly presented to us by Mrs. George Nye.

We desire to make this report brief, in the hope that you, as well as our citizens generally will carefully scrutinize the detailed reports of Librarian and Treasurer herewith submitted.

We conclude by expressing to you our appreciation for your interest in this important branch of our City Government and to our people for their uniformly kindly interest in it.

Respectfully submitted,

C. A. PALMER,

President.

Treasurer's Report.

For the fiscal year ending November 30, 1910.
To the Honorable Mayor and Common Council of the City of Manistee,
Mich.:

Receipts:

Balance on hand	\$ 60 87
By City Treasurer	4146 64
By City Treasurer, delinquent taxes	379 73
By rent of Normal room	100 00
By Endowment fund	197 33
Total receipts	\$4884 57

Disbursements:

Salaries	\$1834 00	
Janitor	603 50	
Books	898 97	
Periodicals	149 40	
Binding	324 85	
Fuel	291 30	
Light	169 28	
Water	23 53	
Telephone	18 00	
Catalog supplies	35 52	
Printing	66 10	
Furniture and fixtures	96 13	
Repairs and improvements	332 53	
Miscellaneous	38 60	
Total	\$4881 71	
Balance	2 86	
	\$4884 57	\$4884 57

ENDOWMENT FUND

Receipts:

By Congregational Sunday School.....	\$ 200 00
By Mrs. Carrie Payne Filer.....	5000 00
By E. N. Salling Estate.....	500 00
By interest on investments, 1909.....	80 00
By discount on bonds purchased.....	59 00
Total.....	\$5839 00

Disbursements:

To bonds purchased.....	\$5200 00
To premium on same.....	600 00
Accrued interest on bonds.....	1 67
Total.....	\$5801 67
Balance on hand November 30, 1909.....	37 33
	\$5839 00 \$5839 00

ENDOWMENT FUND, 1910

Receipts:

By balance from 1909.....	\$ 37 33
By interest on investments, 1910.....	160 00
Total.....	\$ 197 33

Disbursements:

Applied on Book Fund.....	\$ 197 33
	\$ 197 33 \$ 197 33

Respectfully submitted,

JOSEPH KIRSTER,
Treasurer.

Report of Librarian.

Manistee, Michigan, December 1, 1910.

To the President and Board of Trustees:

Ladies and Gentlemen:—I have the pleasure of presenting to you the sixth annual report of the Manistee Public Library, showing the work and conditions for the fiscal year ending November 30, 1910.

An earnest effort has been made to strengthen the position of the Library as a public institution of the City and the steady increase in its use is most gratifying.

BOOKS.

John Cotton Dana states that, "the avowed purposes of the Free tax supported Public Library, are,—to help people to be happy; to help them to become wise: to encourage them to be good." That some steps towards the accomplishment of these purposes might be made great care has been exercised in the book selection. We have endeavored to secure live books; books which would prove of general interest and value. Much needed additions were made to the Polish and Swedish collections. Many books of travel were purchased, while Rhodes' History of the United States, Jusserand's Literary History of the English People and four volumes of Masters in Art may be mentioned as among the more permanent and valuable contributions. Selected State and Government publications were received but are not included in the number of additions.

Fifteen hundred fifty books have been added to the Library and 205 withdrawn, leaving in service 13,273, a net increase over last year of 1,345 volumes. The work of re-registration of borrowers is finished and we now have 3,972 cards in force.

IMPROVEMENTS.

During the year two very imperative improvements have been made. The redecoration of the reading and stack rooms has added greatly to the attractiveness of the Library; while much satisfaction was gained through the introduction of tungsten lamps which prove of especial value in the stack room.

CIRCULATION AND LOAN DESK.

The circulation for the fiscal year was 56,427, showing an increase over last year of 2,381. That for the month of November 6,512, is the largest for one month in the records of the Library. The comparison of statistics shows but slight variation in the percentages. That of fictional reading, .628, remains practically the same. The work at the loan desk is greatly facilitated by the intro-

duction of dating slips in the more popular books. It may be mentioned here that the rental collection has aided materially in supplying the demand for the new and popular fiction. The income is used wholly to renew the collection.

REFERENCE AND READING ROOMS.

Patrons of the reading rooms and reference room for the past year number approximately 45,354. Of this number 3,386 used the reference room, an increase over last year. The steady growth in the use of reference books is further attested by requests for material at the loan desk and by telephone.

At present we subscribe to 44 magazines, in addition nine are given. Twenty newspapers are on file, six of the number being gifts, and half are in foreign languages. During the winter months the rooms are taxed to their utmost capacity.

CHILDREN'S DEPARTMENT.

From the children's room 21,587 books were circulated. It cannot be questioned but that the library is brought into closer touch with the homes through the children than by any other means, therefore one of the most essential things in a library is a carefully selected collection of children's books. The addition of a large number of easy books has given much pleasure to the smaller children. Personal work with individual children is carried on where ever possible. As heretofore graded lists were mimeographed and given to every child in each room in the public and parochial schools of the city. Much interest was aroused by the visits of the librarian with a resulting stimulation in the demand for books. An examination of the books in the children's room is a testimony of the use made of this department. Books are worn to pieces and the much needed replacements are made as funds permit.

STORY HOUR.

The story hour was continued from October 1, 1909, until June 1, 1910. Miss Moquin and Miss Cahill of the staff have charge of this work and this winter we are greatly assisted by the students of the Normal School. During the year the stories were enjoyed by 1800 children.

BRANCH LIBRARIES.

Branch libraries are located in the Fourth and Fifth Ward Schools and show a total circulation of 5,212. That of the Fourth Ward is open once a week during the entire year. The addition of a collection of adult books which is frequently changed has proven quite satisfactory, 281 books being loaned from this branch.

WORK WITH THE SCHOOLS.

In addition to the school libraries already mentioned a number of books for class use are taken on teachers' cards of which 107 were in use last winter. This number includes many used by County District teachers, whom the library is very glad to serve in this way. Instruction in the use of the library was given to the members of the County Normal Training class. Last winter the librarian gave a brief talk on Children's Reading to the Mothers' Clubs of the Central and Fourth Ward schools. The heartiest co-operation of the Superintendent and his corps of teachers brings the library into close touch with the educational work of the City and the increasing use of the Library by the pupils of the schools and by the general public is a sure indication of its usefulness.

STUDY CLUBS.

Another line of educational work which the Library parallels is that carried on by the study clubs. Every possible assistance is rendered in the finding of material. The Auditorium is used by the Lakeside Club and Bible Class and is always open for the free use of the public.

TRAVELING LIBRARIES.

Traveling Libraries of from twenty to thirty volumes are sent every few months to the Fire Station and Mercy Hospital. The privilege and conveniences of having the books is appreciated. A large number of duplicate magazines are on hand and will be sent to town and state institutions.

BINDING AND MENDING.

During the year 649 volumes were rebound and 1,294 volumes mended in the Library. One hundred one volumes of current periodicals were bound and added to the reference collection.

CONVENTIONS.

In July the librarian attended the meeting of the American Library Association held at Mackinac Island, and in October read a short paper on "Book Selection" at the annual session of the Michigan Library Association held at Jackson.

GIFTS.

Many individual gifts have been made and the donors' names will be found listed at the end of this report. Perhaps the gift which brought the greatest comfort to all was that of the Lakeside

Club, the placing of screen doors at the main entrance. The Board of Trustees and the public have much appreciated the generosity of the Library's friends.

STAFF.

The working force remains the same with the exception of Miss Madge Ramsdell, who resigned her position in February. Miss Theresa Cahill having successfully completed the apprentice course was employed to fill the vacancy.

In March, Miss Lida Marsh commenced the apprentice work which was finished in November.

Weekly staff meetings have been held—reviews of magazine articles and of books have formed the main topics of discussion.

THE PRESS.

To the Manistee Daily News and the Manistee Daily Advocate we wish to extend sincere thanks for their courtesy in printing Library lists and announcements.

FUTURE.

The Library opens the year in a good financial condition; it is growing and it is appreciated. With no serious drawbacks the year should be one of continued good service.

I wish to express my sincere appreciation to my assistants for their earnest support and to the Members of the Board of Trustees for their Cordial co-operation.

Respectfully submitted,

ANGIE MESSER,

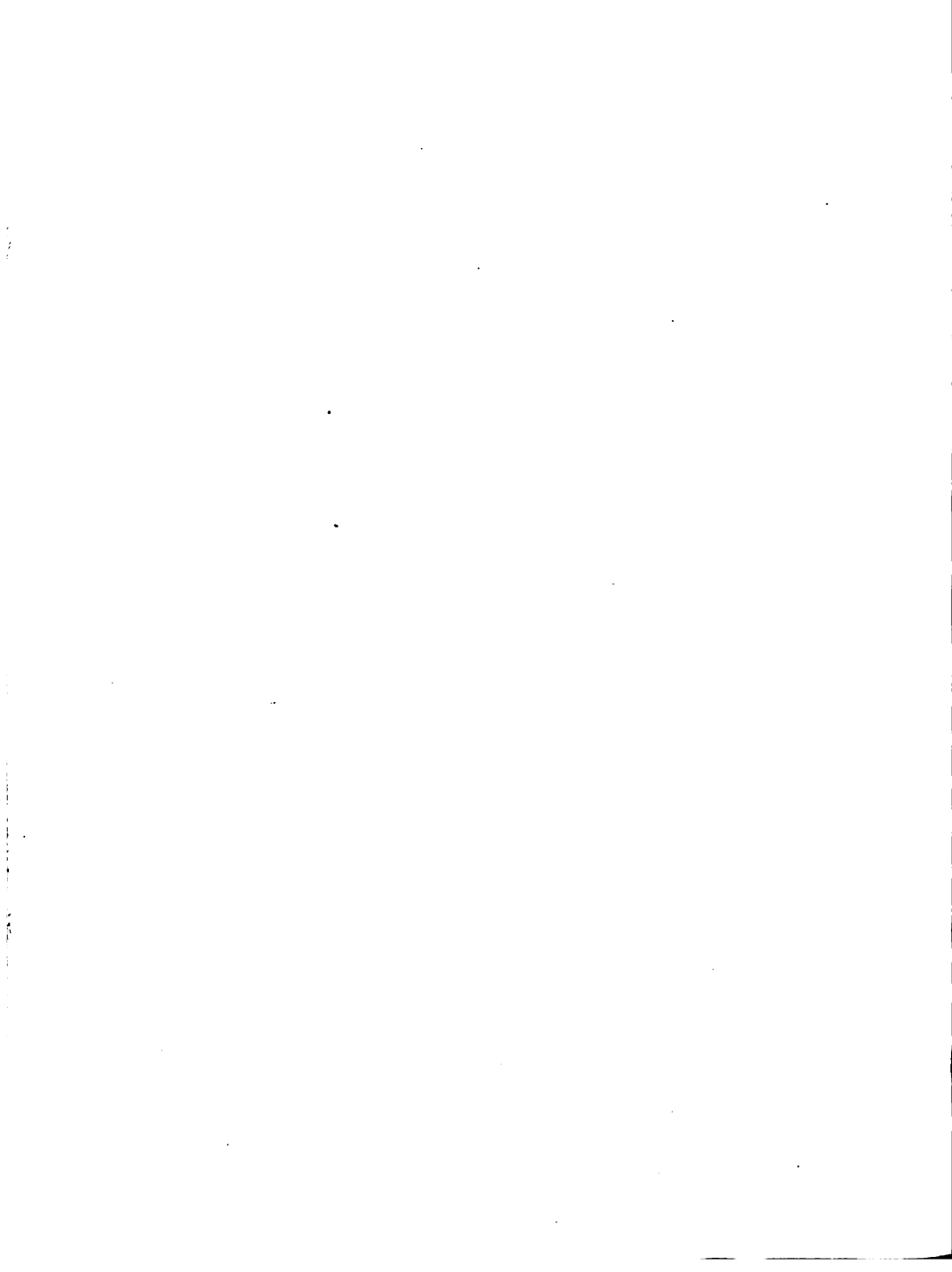
Librarian.

USEFUL AND INTERESTING STATISTICS.

The Library now contains	13,273 volumes
Number added during the year	1,518 "
Number of lost books found	32 "
Number of books withdrawn	205 "
Number of borrowers	3,972
Cards issued during the year	789
Total circulation	56,427 volumes
Estimated reading room attendance	45,354



Interior View—Christmas Decoration.



CIRCULATION STATISTICS

CLASSES	GENERAL		SCHOOL LIBRARIES	TEACHERS'		TOTAL	PER CENTAGE
	ADULT	CHIL.		ADULT	CHIL.		
General works.....	49			20		49	.0008
Philosophy.....	254			8		274	.005
Religion.....	206	163	6		13	396	.007
Sociology.....	620	3090	1068	92	75	4945	.09
Language.....	71	4	2	2		79	.001
Natural science.....	449	663	123	54	35	1324	.023
Useful arts.....	513	174	67	28	5	787	.014
Fine arts.....	482	403	52	34	23	994	.02
Literature.....	1466	695	212	96	52	2521	.044
History.....	564	770	238	63	50	1685	.03
Travel.....	641	743	137	50	51	1622	.03
Biography.....	420	422	55	9	21	927	.0162
Fiction.....	17752	14163	3250	42	282	35489	.628
Pictures.....		297			103	400	.007
German books.....	794		2			796	.014
French books.....	422					422	.007
Norwegian books.....	258					258	.004
Swedish books.....	274					274	.004
Polish books.....	885					885	.015
Renting coll.....	2300					2300	.05
Total.....	28420	21587	5212	498	710	56427	1.0000

LIBRARIAN'S CASH ACCOUNT.**Receipts:**

Balance on hand	\$ 1 40
From fines, lost books, etc.	119 42
Total	<u>\$120 82</u>

Expenditures:

Expense	\$ 39 64
Supplies	40 75
Apply on book fund	27 49
Total	<u>107 88</u>
Balance	12 94
	<u>\$120 82</u>
	\$120 82

DUPLICATE PAY COLLECTION REPORT.

On hand	\$ 21 73
Received from dues	89 43
Total	<u>\$111 16</u>
Paid out for new books	\$108 47
Balance	2 69
	<u>\$111 16</u>
	\$111 16

List of Donors.

Aaron, Dr. C. D.
 Albany Law School
 Arnold, Allen & Co.
 Baker, Mrs. S. W.
 Beals, C. E.
 Branch, Rel
 Burlington (Ia.) Pub. Library
 Carl, Mrs. P. R. L.
 Chicago Peace Society
 Cleveland Pub. Library
 Collins, Mrs. Thos.
 Davenport (Ia.) Pub. Library
 Dayton (O.) Pub. Library
 Debar, Joseph
 Detroit Pub. Library
 Donaldson, Mr.
 Dubuque (Ia.) Pub. Library
 Escanaba (Mich.) Pub. Library
 Estes, Mrs. Ward
 Foster, Rabbi Solomon
 Gardner, Mr. and Mrs. C. D.
 Gardner, Gail
 Gillette, King Camp
 Grand Rapids (Mich.) Pub. Library
 Hall, Miss Dolly
 Hall, W. R.
 Hatfield, Prof. J. T.
 Henderson, Mrs. James
 Higinbrotham, H. N.
 Knowles, Mrs. G. F.

Lake Mohonk Conference
 Lakeside Club.
 Laurence, Sir Edwin Durning
 Luxford, Grace.
 Lyons, Mrs.
 McMaster, Mrs.
 Manistee Board Police and Fire
 Commiss.
 Marinette (Wis.) Pub. Library
 Maxim, Mr. and Mrs.
 Minneapolis (Min.) Pub. Library
 Muenscher, E. W.
 Muenscher, Lulah
 National Lmbr. Man'f Asso.
 Nye, Mrs. Geo. O.
 Oberlin College
 Peters, Mrs. R. G.
 Reynolds, Mrs. H. R.
 Round Robin Club
 Southwest Soc. Archaeological
 Inst.
 Stansell, Mrs. L. T.
 Stelting, Rosa
 Teed, Harry M.
 Teed, Herbert H.
 Wente, Mrs. Wm.
 White, Mrs. Frank
 Whipple, Mrs. A. E.
 Whitehouse, Mrs.
 Wiley, Harriet L.

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Seventh Annual Report of the
Manistee City
Public and School
Library

Published by
the
Manistee City
Public and School
Library



LISTS OF MANISTEE HIGH SCHOOL
AND THE TRAIL STUDIES
COMPILED BY THE



Seventh Annual Report of the
Manistee City
Public and School
Library



CITY OF MANISTEE, MICHIGAN
FOR THE YEAR ENDING
NOVEMBER 30, 1911

PRESS OF AMERICAN PRINTING CO.,
MANISTEE, MICH.

Library Board.

C. A. PALMER, President

T. J. RAMSDELL, Vice President

MRS. S. W. BAKER, Secretary

JOSEPH KIRSTER, Treasurer

W. J. GREGORY

STANDING COMMITTEES

ON ADMINISTRATION—Messrs. Kirster and Ramsdell

ON BOOKS—Mr. Gregory and Mrs. S. W. Baker

ON FINANCE—Messrs. Ramsdell and Gregory

The President is, ex-officio, a member of all standing committees.

STAFF

ANGIE MESSER, Librarian

BELLE MOQUIN, Assistant

*THERESA CAHILL, Assistant

*LULAH MUENSCHER, Assistant

LOUIS BUCHER, Janitor

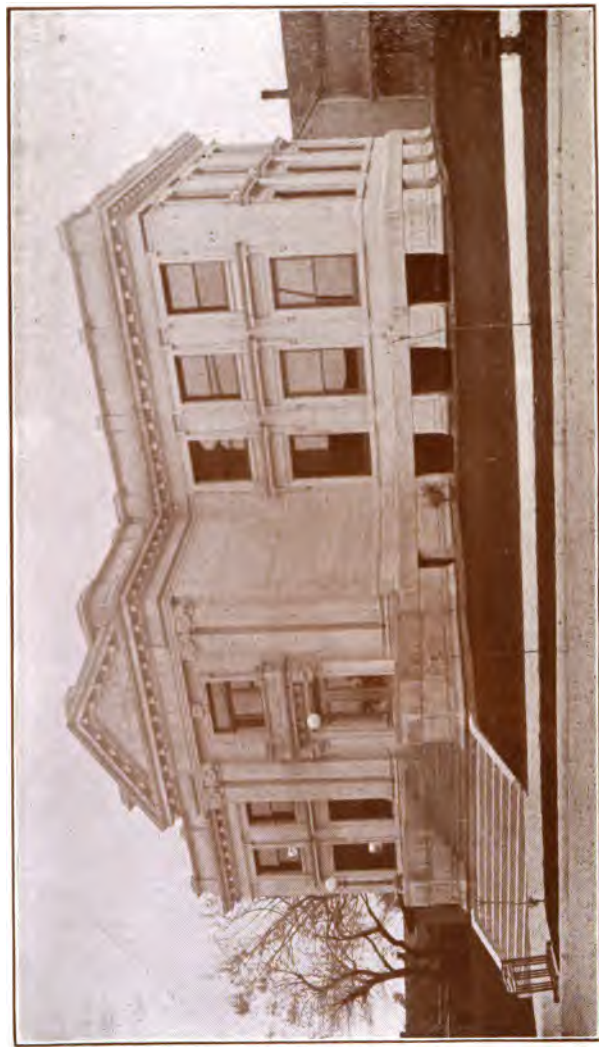
HOURS

9 A. M.—9 P. M.

Sundays and Legal Holidays

2 P. M.—5:30 P. M.

*PART TIME



Manistee Public Library, Manistee, Mich.

Public Library.
MANISTEE, MICHIGAN.

Report of Board of Trustees

To the Honorable Mayor and Common Council of the City of Manistee:

Gentlemen—The Board of Trustees of the Manistee City, Public and School Library, of the City of Manistee, Michigan, has the honor to submit herewith its seventh annual report.

In submitting this report we invite your particular attention to the detailed reports of the Librarian and the Treasurer of the Board, which are attached hereto, and herewith submitted for your consideration.

The value of our library to the people of our city has become so well established that it seems needless for us to devote any part of this report to that subject. We do, however, feel it of sufficient moment to ask your particular attention to the circulation of books during the past year as compared with 1910, believing as we do that these figures show beyond any possible argument that the people of our city appreciate the opportunities afforded by this institution, and are each year evidencing this fact by the free and generous use of our books.

The Board feels a particular gratification in the fact that your honorable body responded so promptly and generously to our request for an additional appropriation of \$1,000 for the purpose of transforming the basement of our library building into a commodious and healthful children's reading room. This has long been the ambition of the Board, and it is with much gratification that in submitting this report we are able to advise you that this work is now well under way, and soon the children of Manistee will have plenty of room and plenty of good books as an inducement

to abandon the cheap picture show habit and resort to a place of entertainment as well as intellectual enlightenment.

We also express our appreciation to your honorable body for your prompt action in changing the name of the library, as we thereby feel that our revenue will be largely increased by our participation in the penal fine money annually paid into the County Treasury. 1911 has been a year of generous consideration on behalf of those of our public spirited citizens in the matter of gifts of books, and in this regard we desire to make particular mention of the gift of Mrs. Thorson, who has again demonstrated her philanthropic spirit and her interest in the city of her birth, by giving the library the privilege of ordering a magnificent collection of books on the higher criticism of the Bible, and sending the bill to her.

In this respect, we desire also to express our appreciation to Mrs. James E. Merritt for her generous donation of reading matter to the library.

As a member of the Board since its organization, and as President for many years past, I deem it not improper in this, my last report to your honorable body, to express to you and to the members of the Board, my deep appreciation for your loyal and generous support of this branch of our government, knowing as I do, that in its inception it was met with the opposition of some of our people. I believe now that its future is established and it will remain for years a beaconlight of inspiration for the development of the best there is in the moral and intellectual growth of our city. As I have been particularly active in the matter of better accommodations for our children, may I now add this expression of my personal appreciation to you for your granting to the Board this needed improvement.

In conclusion, the Board again desires to say to the people of our city, that the library is peculiarly the reading home of all the people, and we desire always that they should feel an absolute personal possession and interest in it.

Respectfully submitted,

C. A. PALMER,

President.

Treasurer's Report.

For the fiscal year ending November 30, 1911.
To the Honorable Mayor and Common Council of the City
of Manistee, Michigan:

Receipts:

Balance on hand.....	\$ 2 86
By City Treasurer.....	4006 06
By City Treasurer, delinquent tax ..	442 36
By rent of Normal room.....	100 00
By endowment fund	310 00
Total receipts.....	\$4861 28

Disbursements:

Salaries.....	\$2079 00
Janitor.....	622 60
Books.....	800 68
Periodicals.....	161 55
Binding.....	167 31
Fuel.....	252 96
Light.....	150 80
Water.....	19 77
Telephone.....	18 00
Catalog supplies.....	82 40
Printing.....	46 75
Furniture and fixtures.....	26 74
Repairs and improvements.....	99 37
Insurance.....	308 82
Miscellaneous.....	65 71

Total	\$4902 46
Deficit	41 18

\$4861 28	\$4861 28
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ENDOWMENT FUND

Receipts:

By Congregational Sunday School..	\$ 200 00
By Mrs. Carrie Payne Filer.....	5000 00
By E. N. Salling Estate	500 00
Total.....	<u>\$5700 00</u>

ENDOWMENT FUND, 1911

Receipts:

Interest on investments.....	310 00
------------------------------	--------

Disbursements:

Applied on Book Fund.....	<u>\$ 310 00</u>	
	\$ 310 00	<u>\$ 310 00</u>

Respectfully submitted,
 JOSEPH KIRSTER,
 Treasurer.

Report of Librarian.

Manistee, Michigan, December 1, 1911.

To the President and Board of Trustees:

Ladies and Gentlemen:—I have the pleasure of presenting to you the seventh annual report of the Manistee City Public and School Library, showing the work and conditions for the fiscal year ending November 30, 1911.

The past year has been one of steady growth and profit and the foundations have been laid to strengthen and increase the efficiency of the Library.

BOOKS

During the year 1335 books have been added to the Library and 187 withdrawn, leaving in service 14,481 volumes, a net increase over last year of 1,158 volumes.

Needed additions were made to the German and French collections. Good editions of Jane Austin, Charles Lamb, Cervantes', Don Quixote, many volumes of the Adam and Charles Black color travel series, and the set, The World's Best Music, are permanent contributions.

The Library was fortunate in securing material on the commission form of government which has proven of worth to the members of the Commission in framing a city charter. State and government publications were also received.

IMPROVEMENTS

Through the generosity of the City Council funds are at hand to fit rooms in the basement for the children's room. The work is now in progress and upon its completion the congestion in all of the departments will be relieved.

A double lighting system was provided by the introduction of several Welsbach gas burners.

Considerable comfort was derived from the addition of new window screens.

Necessary repairs to the roof were made during the summer.

It may be mentioned here that a number of hyacinth bulbs were purchased from the fine money, thus providing the Library with flowers during the Winter months.

CIRCULATION AND LOAN DESK

The circulation for the fiscal year was 59,079, showing an increase of 2,652 over last year. That for the month of March, 7,009 is the largest for one month in the records of the Library.

This year the books loaned to teachers has been counted in the circulation once a month instead of twice a year as formerly. We feel justified in this as the books are used by a large number during the time they are away from the Library.

Very slight variation in the percentages is shown by a comparison of statistics, that of fictional reading .638 has an increase of 1 per cent over last year.

As usual the income from the rental collection has been used in renewing the collection.

REFERENCE AND READING ROOMS

The steady growth in the use of reference material is evidenced by the many requests at the loan desk and by telephone. Upon the removal of the Children's Department the reference collection will be transferred to the room now occupied by the children. This will provide for much needed shelf expansion, relieve the crowded condition of the present reference room, and lessen the problems of discipline.

Our periodical list numbers 45 in addition to which seven are given. In May of this year duplicate copies of five magazines were placed in circulation. The new feature has proven so popular that gifts of four other

magazines have been made for this purpose. The circulation of the magazines was 663 from May through November, 1911.

Newspapers in English, German, Polish and Swedish are on file in the reading room.

CHILDREN'S DEPARTMENT

For some time the crowded condition of the Children's department has been recognized by the Library Board, but it was impossible to relieve the congestion because of the expense entailed. This fall the City Council appropriated \$1,000.00 to be used for this purpose. Rooms in the basement gave the greatest promise for expansion. The change will give opportunity for more individual work with the little people.

Pictures from worn books are being utilized in scrap books. As funds permit needed replacements and additions will be made in an effort to keep the collection at a high standard. The work of distributing graded lists has been postponed until the department is established in its new quarters.

A children's reference collection made up of finely illustrated editions of standard juvenile books has been established. These books are not for general circulation among the children but will always be at the disposal of teachers and parents for use with children.

STORY HOUR

Friday and Saturday afternoons from October 1, 1910, until June 1, 1911, the children came for the story hour. This work is in charge of members of the staff assisted by the students of the County Normal Training class. During the year 1,174 children enjoyed the stories.

BRANCH LIBRARIES

Branch libraries are located in the Fourth and Fifth Ward Schools and show a total circulation of

5,665. The Fourth Ward Branch is open once a week during the entire year. The inclusion of a few German books in the collection for adults sent to this Branch has met with success, the total circulation of this collection was 290 for the year.

At the Fifth Ward the library was moved to a basement room which was fitted for reading purposes. The Board of Education provided a new book case, a much needed convenience. Through the Mothers' Meetings a demand was created for books on the care and training of children. Several books on these subjects have been taken to this library.

WORK WITH THE SCHOOLS

A number of books for class use are taken on teachers' cards of which 110 were in service during the Winter. This number includes many used by the County District teachers. Through the assistance of Mrs. Josephine Reynolds, County Commissioner of Schools, the library has been able to place a few duplicate magazines in the country schools. Children's magazines are most useful here and in many instances prove to be the only reading matter aside from text books which is available.

In the City schools we have the splendid cooperation of the Superintendent and his corps of teachers. Considerable research work is done by the debating teams of the High School.

PICTURES

Three new pictures, Rhine prints, have been purchased for the Library from the fine money. The illustrations of the fairy tales "Land of the Merry Makers" and "King Cole" are hung in the children's room and with the pictures from Mother Goose Melodies from an attractive color group for the little people.

A copy of Volkman's "Ripening Wheatfield" is to be found in the reading room.

These color pictures with their broad and simple treatment of the subject are attracting considerable attention and add materially to the decoration of the walls.

ART EXHIBIT

Under the auspices of the Lakeside Club and the Library Board an exhibition of oil paintings by Mr. Fredric M. Ramsdell of Manistee was held in the Library May 4-7. This opportunity afforded a rare treat to all interested in art and aroused a great deal of enthusiasm.

TRAVELING LIBRARIES

As usual traveling libraries are sent to the Fire Station and Mercy Hospital. Adult books are similarly exchanged at the Fourth Ward School. Last Winter 65 books were loaned to the Third Ward School for use in the reading room. This privilege has proven of great convenience and is fully appreciated. Boxes of duplicate magazines were sent to the lumbering camps, to Mercy Hospital and to the County Farm.

BINDING AND MENDING

The attractiveness of the book collection has been improved by having the majority of the books rebound in colors, red, brown and green, using cow-skin backs with keratol sides. In the magazine room a color scheme has been adopted and sample backs of all the the periodical sets have been made by the bindery which prove a great convenience in sending additional volumes to be bound.

During the year 532 volumes were rebound and 70 volumes of current periodicals were bound and added to the reference collection.

The Gaylord mending outfit has been used most successfully in recasing a large number of books, the total number of books mended being 1,468.

GIFTS.

The Library is indebted to numerous friends for gifts of books, periodicals and cut flowers. A list of donors will be found at the end of this report.

Mrs. Thorsen's valuable gift of books on the higher criticism of the Bible is a very distinct contribution.

STAFF

The working force remains unchanged. Miss Ethel Peterson, who has been giving an apprenticeship during the past year, has almost completed the required six months' work. An increase in salary schedules has brought uniform satisfaction.

The work of the weekly staff meetings in reviewing books and magazines is proving of material aid in reference work.

FUTURE

The Library opens the year with promise of expansion in all of its several activities and in the fulfillment of this promise its position as a public necessity will be more firmly established.

I wish to express my sincere appreciation to my assistants for their loyal support and to the Members of the Board of Trustees for their cordial co-operation.

Respectfully submitted,

ANGIE MESSER,

Librarian.

USEFUL AND INTERESTING STATISTICS

The Library now contains.....	14431	volumes
Number added during the year.....	1335	"
Number of lost books found	10	"
Number of books withdrawn.....	187	"
Number of borrowers.....	4602	
Cards issued during the year.....	630	
Total circulation.....	59079	volumes
Estimated reading room attendance.....	88887	

CIRCULATION STATISTICS

CLASSES	GENERAL		SCHOOL LIBRAR'S	TOTALS	PER- CENTAGE	TEACHERS		TOTALS
	ADULT	CHIL.				ADULT	CHIL.	
General works	13			13	.0002			
Philosophy	322	7	7	336	.0056	14		14
Religion	210	218	7	435	.007	6	19	25
Sociology	937	2877	948	4762	.08	151	41	192
Language	65	7	19	91	.002	8	2	10
Natural Science	452	632	155	1239	.023	71	54	125
Useful Arts	512	180	79	771	.01	29	14	43
Fine Arts	535	387	17	939	.016	87	17	104
Literature	1487	612	197	2296	.04	116	65	181
History	613	768	314	1695	.03	71	65	136
Travel	701	825	151	1677	.03	28	58	86
Biography	391	382	37	810	.012	10	15	25
Fiction	21018	13023	3677	37718	.6382	45	345	390
Pictures		690		690	.012		153	153
German books	929		57	986	.016	2		2
French books	146			146	.002			
Norwegian books	239			239	.004			
Swedish books	418			418	.007			
Polish books	1200			1200	.02			
Current Magazines	663			663	.012			
Renting Coll	1960			1960	.033			
Total	32806	20608	5665	59079	1.0000	638	848	1486

LIBRARIAN'S CASH ACCOUNT**Receipts:**

Balance on hand.....	\$ 12 94	
From fines, lost books, etc.....	143 95	
	<hr/>	
Total	\$156 89	

Expenditures:

Expense	\$ 32 66	
Supplies.....	61 98	
Apply on book fund	4 35	
For pictures	27 10	
	<hr/>	
Total.....	\$126 09	
Balance	30 80	
	<hr/>	
	\$156 89	\$156 89

DUPLICATE PAY COLLECTION REPORT

On hand	\$ 2 69	
Received from dues.....	75 63	
	<hr/>	
Total.....	\$ 78 32	
Paid out for new books	\$ 73 38	
Balance.....	4 94	
	<hr/>	
	\$ 78 32	\$ 78 32

List of Donors.

- | | |
|---|--|
| <p>Adams, I. W.
 Anderson, M. S.
 Art Historical Club
 Babcock, Mrs. S. L.
 Baker, Mrs. S. W.
 Balbach, Mrs. J. A.
 Bookwater, J. W.
 Branch, Rel.
 Cedar Rapids (Ia.) Public
 Library
 Christainsen, Mrs. Frank
 Coolidge, Miss A. C.
 Davenport (Ia.) Public Li-
 brary
 Detroit (Mich.) Public Li-
 brary
 Dunlap, John W.
 Dunn, S. O.
 Escanba (Mich.) Public Li-
 brary
 Estes, Mrs. Ward
 Evanston (Ill.) Pub. Library
 Grand Rapids, (Mich.) Pub-
 lic Library
 Gregory, Mrs. W. J.
 Hackley Public Library
 Hall, W. R.
 Harley, H. L.
 Jackson (Mich.) Public
 Library
 Jacob, R. W.
 Jersey City (N. J.) Library
 Kitzinger, Mrs. G.
 Knowles, Mrs. G. F.
 Lansing (Mich.) Public Li-
 brary
 Lexington (Ky.) Public Li-
 brary
 Libby, Mrs. T. E.</p> | <p>Los Angeles (Cal.) Public
 Library
 McLarty, Mrs. A. A.
 Manistee Daily News
 Manitowoc (Wis.) Public
 Library
 Marinette (Wis.) Public Li-
 brary
 Merritt, Mrs. J. E.
 Michigan (state)
 Minneapolis (Minn.) Public
 Library
 Muenschner, E. W.
 National Lumber Manf.
 Assoc.
 Nungesser, Mrs. Charles
 Nuttall, Mrs. Margaret
 Peters, Mrs. R. G.
 Pittsburg (Pa.) Carnegie
 Library
 Porter, R. P.
 Ramsdell, T. J.
 Ray, Mrs. Thomas
 Reynolds, Mrs. H. R.
 Round Robin Club
 Rossin, L. N.
 Scott, Mrs. Winogene
 Scoville, Mrs. C.
 Sebring Mrs. Harriet
 Shultz, J. H.
 Terwilliger, Mrs. W. J.
 Thorsen, Mrs. W. R.
 Traverse City (Mich.) Pub-
 lic Library
 Trembley, Lucille
 U. S., Government of
 Vincent, Mrs. Wm.
 White, Mrs. Frank
 Wentte, Mrs. Wm.</p> |
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1911/12

Eighth Annual Report of the
Manistee City
Public and School
Library

Aug 1 1912

OFFICE OF MANISTEE CITY - MANISTEE
MICHIGAN
1912



Eighth Annual Report of the
Manistee City
Public and School
Library



CITY OF MANISTEE, MICHIGAN
FOR THE YEAR ENDING
NOVEMBER 30, 1912

PRESS OF AMERICAN PRINTING CO.

MANISTEE, MICH.

Library Board

T. J. RAMSDELL, President

W. J. GREGORY, Vice President

MRS. S. W. BAKER, Secretary

R. M. OVERPACK, Treasurer

C. H. MOREY

STANDING COMMITTEES

ON ADMINISTRATION—Messrs. Morey and Overpack.

ON BOOKS—Mrs. S. W. Baker, Messrs. Gregory and Overpack.

ON FINANCE—Messrs. Ramsdell and Gregory

The President is, ex-officio, a member of all standing committees.

STAFF

ANGIE MESSER, Librarian

BELLE MOQUIN, Assistant

THERESA CAHILL, Children's Librarian

*HELEN JENTOFT, Assistant

WILLIAM V. KRUSE, Janitor

HOURS

9 A. M.—9 P. M.

Sundays and Legal Holidays

2 P. M.—5:30 P. M.

*Part Time

PUBLIC LIBRARY.
MANISTEE, MICHIGAN.

REPORT OF BOARD OF TRUSTEES.

To the Honorable Mayor and Common Council of the City
of Manistee, Michigan:

Gentlemen:—The Board of Trustees of the Manistee City, Public and School Library, of the City of Manistee, Michigan, submits its ninth annual report. A detailed report of the Librarian and of the Treasurer of the board are attached hereto for your consideration.

The Library Board regrets the resignation of Mr. Kirster as he had been a member of the board since its organization and most industrious and painstaking in working for the best interest of the Library. Mr. C. H. Morey was appointed to fill his unexpired term.

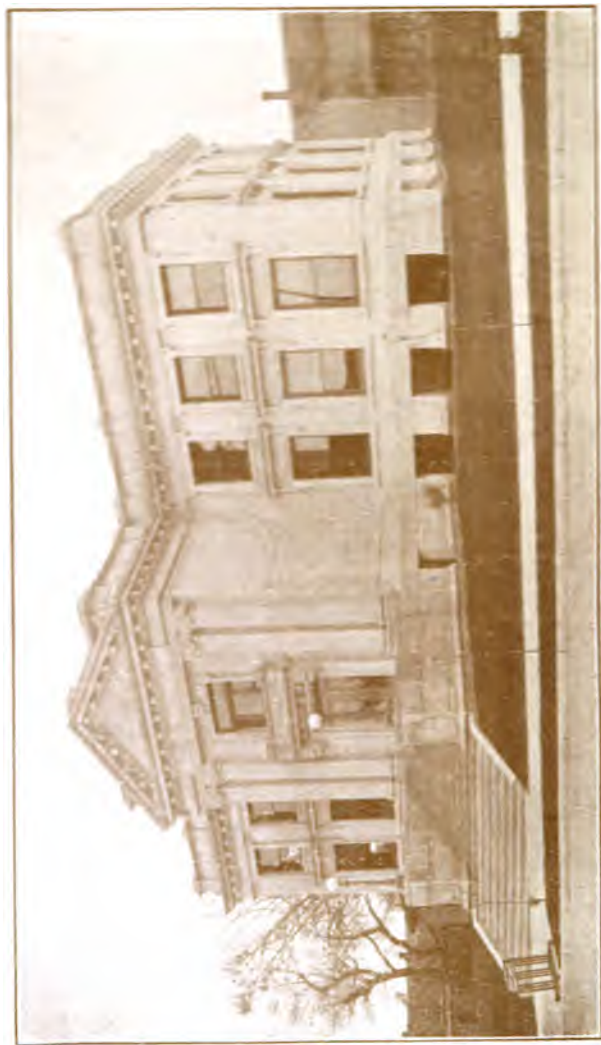
We are pleased to report a surplus of \$160.86 in the treasury which will enable the Board to partially provide for the insurance which will be due in 1914.

Respectfully submitted,
T. J. RAMSDELL,
President.

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Manistee City, Public and School Library, Manistee, Mich.

TREASURER'S REPORT

For the fiscal year ending November 30, 1913.
To the Honorable Mayor and Common Council of the City
of Manistee, Michigan:

Receipts:

By City Treasurer.....	\$5148 00
By City Treasurer, delinquent tax..	294 64
By Endowment fund.....	528 40
By Fine Money	253 40
By check (Mrs. Thorsen).....	2 10
	<hr/>
	\$6226 54

Disbursements:

Deficit, from 1912.....	\$ 109 93
Salaries	2250 50
Janitor	623 24
Books	1336 81
Periodicals.....	202 75
Binding.....	487 55
Fuel	211 17
Light	145 18
Water	30 97
Telephone	18 00
Catalog Supplies	54 58
Printing	51 75
Furniture & Fixtures.....	74 45
Repairs & improvements	327 45
Miscellaneous	141 35
	<hr/>
Total	\$6065 68
Balance.....	160 86
	<hr/>
	\$6226 54 \$6226 54

ENDOWMENT FUND STATEMENT

By Congregational Sunday School.....	\$ 200 00
By Mrs. Carrie Payne Eiler.....	500 00
By A. N. Sailing bequest.....	500 00
By William Douglas bequest.....	500 00
(in trust with Michigan Trust Company.)	
Total.....	\$1700 00

Receipts from Fund, 1913.

By interest on investments.....	\$ 305 00
By Michigan Trust Company.....	223 40
(Trustee under will of William Douglas)	
Total.....	\$ 528 40

Disbursements:

Applied on Book Fund.....	\$ 528 40
Total.....	\$ 528 40 \$ 528 40

Respectfully submitted,

R. M. OVERPACK,
Treasurer.

REPORT OF LIBRARIAN.

Manistee, Michigan, December 1, 1913.

To the President and Board of Trustees:

Ladies and Gentlemen:—I have the pleasure of presenting to you the ninth annual report of the Manistee City, Public and School Library, showing the work and conditions for the fiscal year ending November 30, 1913.

BOOKS.

During the year 1,884 books were added to the library, 98 of which were gifts, 756 books were withdrawn leaving in service 16,637 volumes, a net increase over last year of 1,128 volumes. A large percent of the withdrawn books were from the children's collection. These books were too soiled and worn for circulation.

Notable among the additions were 55 new titles for the Polish collection; United States Catalog of books in print, 1912; Humphries' Oriental Carpets, Runners and Rugs; Singleton's, Famous marvels and masterpieces of the world series; several books on Engineering and Hydraulics; and The Little Cousin Series. State and government publications were also received.

IMPROVEMENTS.

The walls of the second floor, and those of the office, stack room and study room on the main floor were re-decorated.

A steel ceiling was placed in the reference room of the Children's department.

A Hoffman hot water heater was placed in the library for the benefit of the staff.

The entire building was thoroughly cleaned last spring.

CIRCULATION AND LOAN DESK

The circulation for the fiscal year was 58,031 showing a decrease of 155 from last year. A comparison with the previous report, however, shows an increase in the Children's department and School libraries. The circulation was affected by the regulation for rural borrowers which is explained elsewhere. The new play ground apparatus in the Parks also made a strong counter attraction for the children during the summer months.

The popularity of the Little Cousin Series with the children raised the travel percentage; fiction decreased to 63 percent, otherwise the percentages show little change.

The duplicate magazines for loaning show a circulation of 667.

The income from rental books was used in renewing the collection.

REGISTRATION

From the establishment of the library county residents have had the same privileges as city residents though they did not in any way contribute to the support of the library. The knowledge that we were in contradiction to the law caused the library board to pass a regulation asking all rural borrowers an annual fee of \$1.00 per card for the use of the library. This regulation which was in force January 1, 1913 has affected registration, as few have met the requirement.

At the present time we have in force 3,153 cards, of which number 1,469 are children's. The count for the year shows 657 new borrowers, 481 old cards renewed, with a total cancellation of 421. Our registration is now 25 percent of the population of the city.

REFERENCE AND READING ROOMS

The approximate estimate of attendance in all departments for the past year was 27,946, on Sundays and Holidays 2,888.

The resources of the library are called upon repeatedly for material in the preparation of papers, by club members, debating teams and for school work. The use of the telephone is encouraged as an aid in ready reference work.

The attractive reading room continues in popularity. Many regular patrons come to consult the newspapers and current magazines and we are pleased to note the large number of strangers who visit the library. A few new periodicals were added to our list making a total of 58 magazines on file in the reading room.

The study room is in frequent demand for committee meetings and by adults for special study.

CHILDREN'S DEPARTMENT

The circulation in this department was 23,056 showing an increase of 2,656 over last year. The re-registration of the children is now completed. Our record shows an addition of 276 new names, which makes a total of 1123 actual borrowers in this department.

The addition of many new books and replacements was carried on systematically. This with the re-binding puts the collection in good condition. Many picture and easy books delight the little children. The books show hard wear, a testimonial to the value of the department.

STORY HOUR

Friday and Saturday afternoons from October 1, 1912, until June 1, 1913, the children came for the story hour. This work is in charge of members of the staff. During the year 1,155 children enjoyed the stories.

BRANCH LIBRARIES

Branch Libraries are located in the Fourth and Fifth Ward Schools and show a total circulation of 6,328, an increase of 1,544 over last year. The circulation was stimulated by the number of new books placed in these collections. These libraries are open once a week dur-

ing the school year, the Fourth Ward library being open once a week in the summer. As formerly adult books are kept at this branch, the circulation of which was 219. The Branch library registration is 346.

WORK WITH THE SCHOOLS

With the co-operation of Mr. S. W. Baker, Superintendent of city Schools, a course of Library Lessons has been introduced into the High School. The aim of this course of reference work was to give instruction in the use of the library and in the use of books as tools, thus teaching the pupil to save time in the preparation of all research work. The method of imparting the knowledge was through a series of informal talks in the classroom, each talk being followed by a set of practical problems to be solved in the library. The work is incorporated with the regular English course and for these lessons was substituted for work in English and in this manner received its due proportion of credit. The course as given this fall consisted of six lessons for the Juniors and Seniors, and three lessons for the Freshmen and Sophomores. In establishing the course 54 class periods were conducted by the librarian. As the work had never been given in this manner it seemed best to advance it in all the classes. Another year the advanced work may be given to the Juniors and the present course of three lessons repeated to the Freshman class.

Last winter graded lists were distributed to the children in the schools thus stimulating interest in the children's department.

At the request of Mr. Baker a graded list of all the juvenile books was made during the summer. After some revision by committees of teachers the lists were given to the grade teachers to use in recommending books suitable to the individual child and for supplementary reading. This method will tend to supervise the children's reading from the School system.

A number of books for class use were taken on teachers cards for which 91 were in service last year.

This number included many used by County District teachers, until January 1, 1913, when the regulation for rural borrowers went into effect.

Through the assistance of Mrs. Josephine Reynolds, County Commissioner of Schools, the library has been able to place duplicate magazines and some discarded books in several of the country schools.

The heartiest co-operation exists between the Public Schools and the Library, a factor which strengthens the educational interests of the city.

TRAVELING LIBRARIES

A Traveling library was sent to Mercy Hospital. Adult books were also sent to the Fourth Ward School. In the winter books were loaned to the Third Ward School for use in the reading room. A permanent reference collection for use of teachers and pupils is shelved in the clerk's office at the High School.

BINDING AND MENDING

During the year 807 books were rebound and 126 volumes of current periodicals were bound and added to the reference collection. The Gaylord mending materials were used in recasing books, the total number of books mended being 1,252. Over 1,200 books were relabeled.

LECTURE ROOM

The lecture room is frequently used for meetings of an educational nature. The Lakeside Club, The Delphian Society and The Minister's Study Club hold their regular meetings in the library.

GIFTS AND MUSEUM

The library is indebted to numerous friends for gifts of books, periodicals and cut flowers.

The Delphian Society presented one dozen chairs to be used in the club room.

A few additions have been made to the collection of curios, notable among which is a papoose board made and used by the Cheyenne Indians of Rosebud Reservation, Montana. This was presented by Mr. Frederick Ramsdell. Mr. John Langland of Portage Point gave an Indian battle axe found near his place.

A list of donors will be found at the close of this report.

CONVENTION

Miss Belle Moquin, first assistant and Miss Theresa Cahill, children's librarian, attended the annual convention of the Michigan State Library Association which was held at Muskegon the first week in September.

STAFF

The working force of the library remains the same as last year. Upon the completion of the apprentice course in May, Miss Helen Jentoft was appointed as a member of the staff.

The work of the weekly staff meetings was resumed this fall.

FUTURE

The library opens the year with promise of expansion in all of its several activities.

I wish to express my appreciation to my assistants for their loyal support and to the members of the Board of Trustees for their cordial co-operation.

Respectfully submitted,

ANGIE MESSER,

Librarian.



Children's Department, Manistee City, Public and School Library.

USEFUL AND INTERESTING STATISTICS

Population (1910 census).....	12,381	
Library now contains.....	16,637	volumes
Number added during the year.....	1,884	"
Number of books withdrawn.....	756	"
Number of borrowers.....	3,153	
Amount of circulation	58,031	
Estimated reading attendance.....	30,834	

CIRCULATION STATISTICS

CLASSES	GENERAL		SCHOOL LIBRARIES	TOTALS	PER CENTAGE	TEACHERS		TOTAL
	ADULT	CHIL.				ADULT	CHIL.	
General Works	12		3	12	.0002			
Philosophy	142	4	49	149	.003	5		5
Religion	130	314	1065	493	.008	3	2	5
Sociology	773	2755	2	4593	.08	80	39	119
Language	46	17	88	65	.001	2		2
Natural Science	437	579	31	1104	.02	38	27	65
Useful Arts	551	243	48	825	.0142	18	8	26
Fine Arts	739	375	374	1162	.02	26	17	43
Literature	1294	1087	220	2755	.047	34	33	67
History	629	872	608	1721	.03	32	20	52
Travel	538	1461	97	2607	.04	25	20	45
Biography	353	451	3741	901	.02	4	6	10
Fiction	18419	14424		36584	.63	16	209	225
Pictures		474		474	.008		133	133
German books	596		2	598	.01			
French books	128			128	.002			
Norwegian books	197			197	.003			
Swedish books	321			321	.006			
Polish books	926			926	.0176			
Current Magazines	667			667	.01			
Rental Collection	1749			1749	.03			
Total	28647	23056	6328	58031	1.0000	283	514	797

PETTY CASH REPORT

December 1, 1912—December 1, 1913

Receipts:

On hand December 1, 1912.....	\$ 6 67
From fines.....	123 87
From rural borrowers.....	10 00
From other sources.....	9 08
Total receipts.....	<u>\$ 149 62</u>

Expenditures:

Expense.....	\$ 34 90
Supplies.....	61 61
Book fund.....	10 04
Two delegates to Convention....	24 35
Total Expenditures.....	<u>\$ 130 90</u>
Balance on hand Nov. 30, 1913...	18 72

\$ 149 62 \$ 149 62

DUPLICATE PAY COLLECTION REPORT

December 1, 1912—December 1, 1913.

Receipts:

On hand December 1, 1912.....	\$ 9 56
From rentals.....	58 13
Total.....	<u>\$ 67 69</u>

Expenditures:

Paid out for new books.....	\$ 61 85
Balance on hand.....	5 84
	<u>\$ 67 69</u>
	<u>\$ 67 69</u> <u>\$ 67 69</u>

